# VIRDI-FP Work User Guide

Version – 3.xx, 9.xx

(Basic)

UNION COMMUNITY

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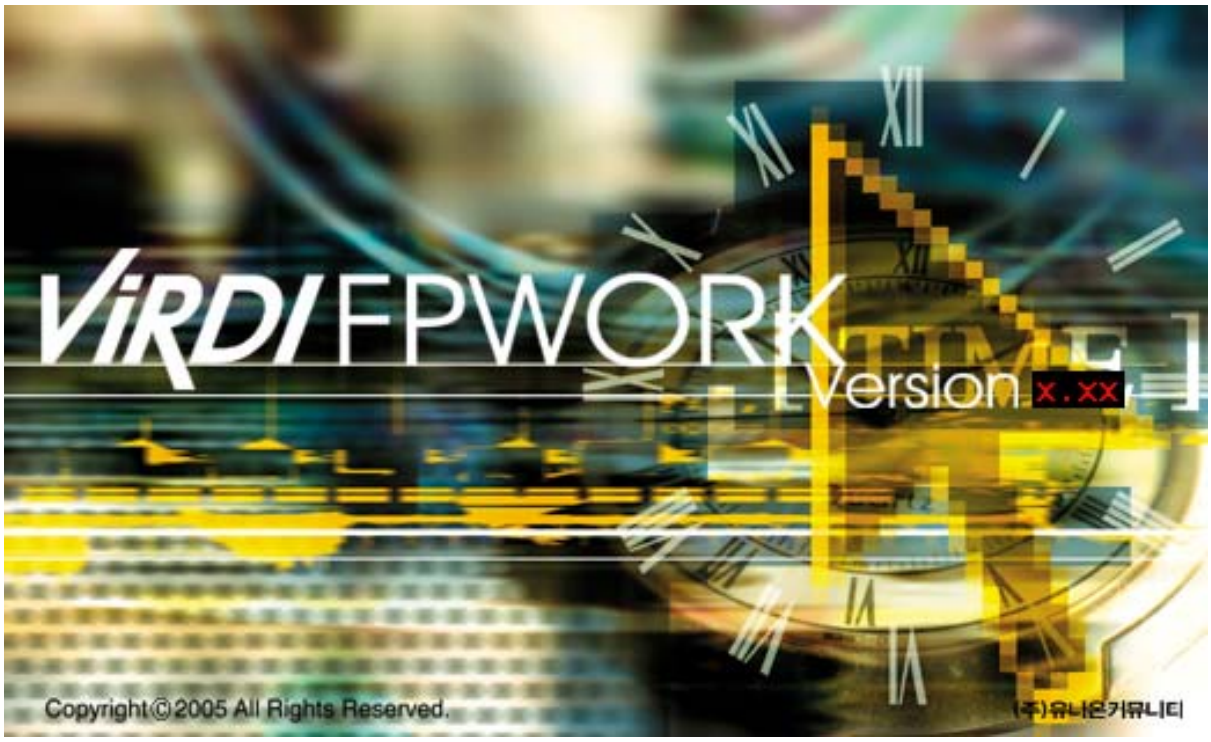
# 1. VIRDI-FPWork Quick Guide

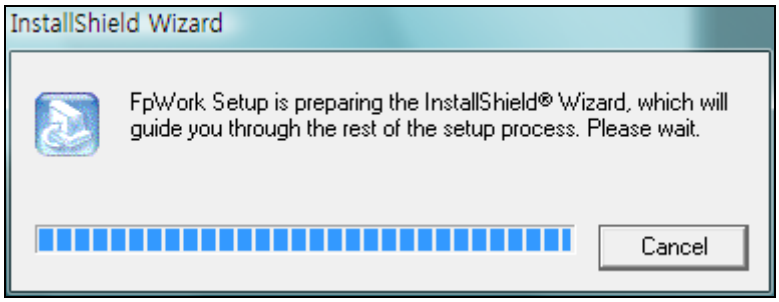
▶ This document is a quick guide manual for easy use of VIRDI-FPWork time and attendance program. To register detailed contents, refer to the user guide.

## 1-1 Software Installation

▶ Install the software according to installation steps.

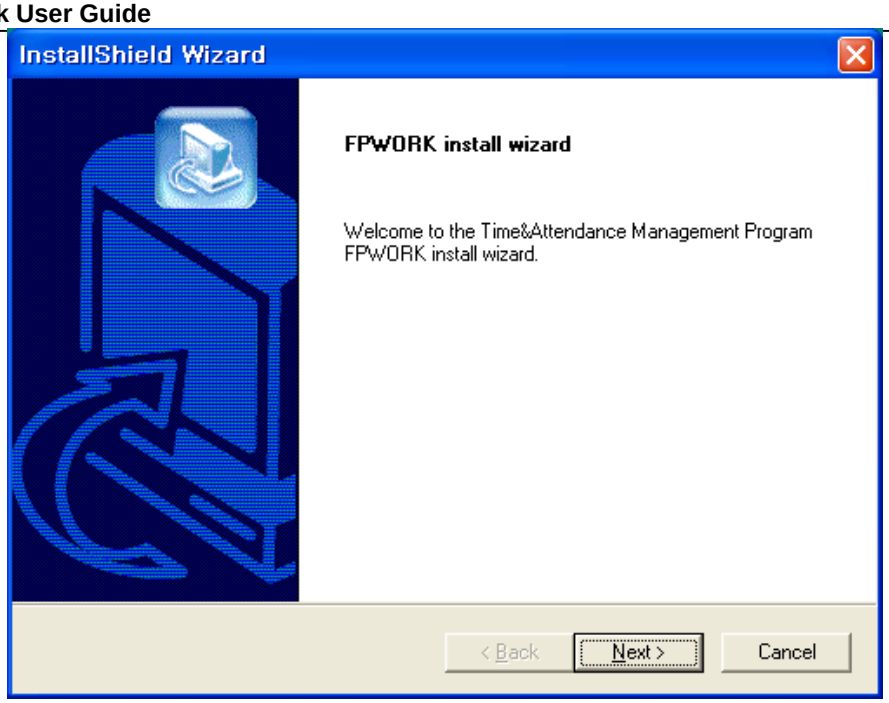



[Figure 1-1-1 Program Installation]


InstallShield Wizard
FpWork Setup is preparing the InstallShield® Wizard, which will guide you through the rest of the setup process. Please wait.
Cancel

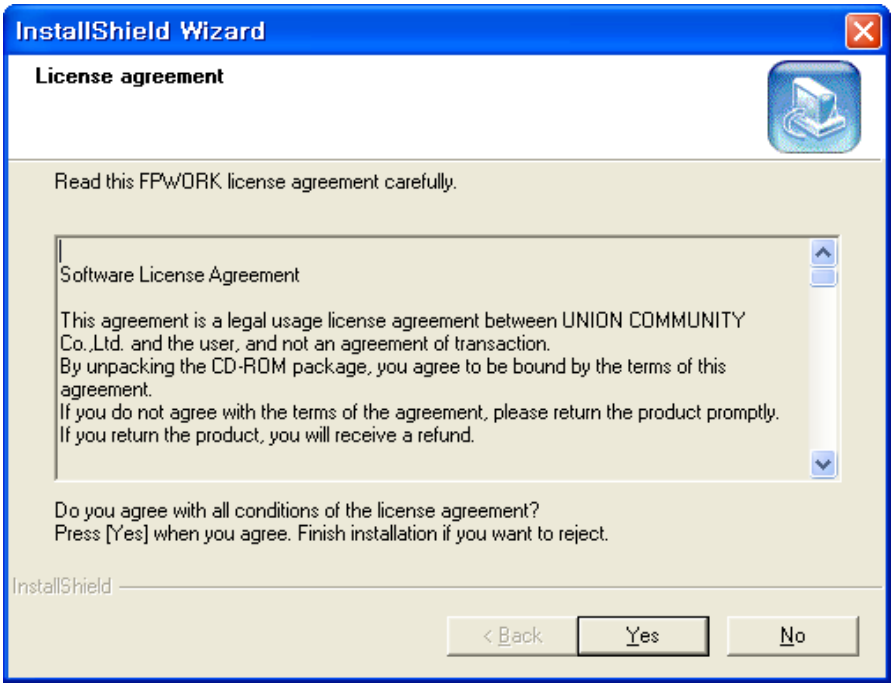
[Figure 1-1-2 Program Installation 2]

▶ Start program installation.
Press the [Next] button.



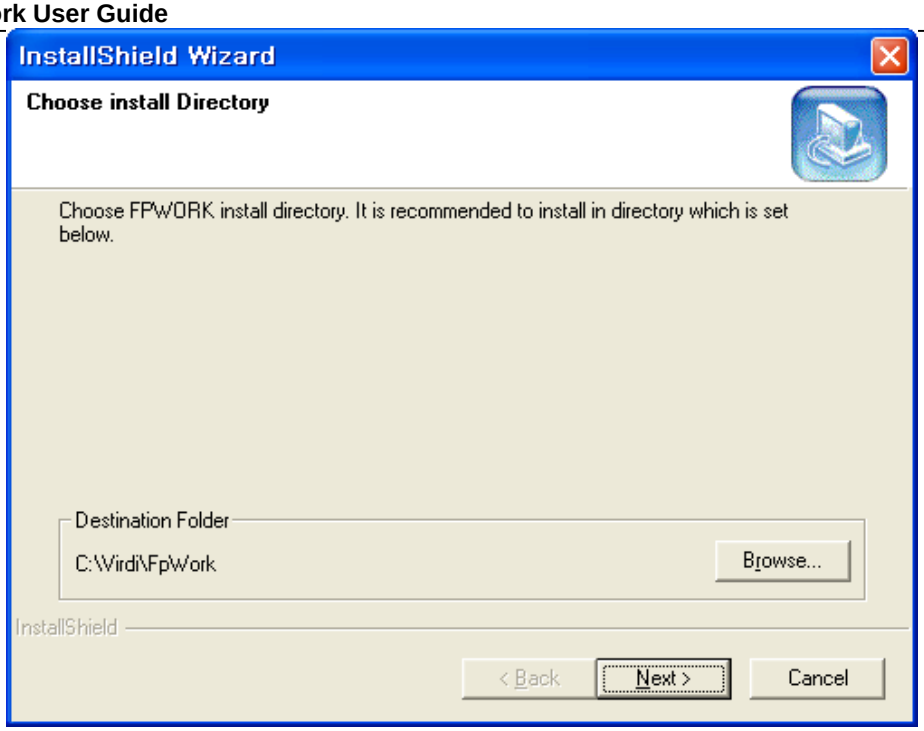

[Figure 1-1-3 Program Installation 3]

▶ Press the [Yes] button.

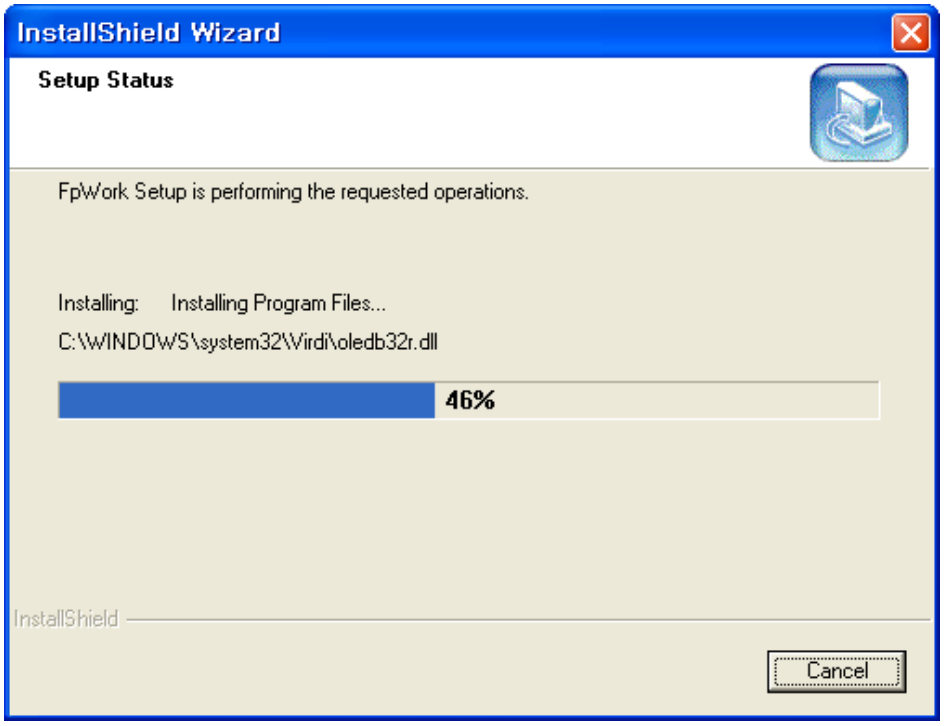

InstallShield Wizard
License agreement
Read this FPWORK license agreement carefully.
Software License Agreement
This agreement is a legal usage license agreement between UNION COMMUNITY Co.,Ltd. and the user, and not an agreement of transaction.
By unpacking the CD-ROM package, you agree to be bound by the terms of this agreement.
If you do not agree with the terms of the agreement, please return the product promptly.
If you return the product, you will receive a refund.
Do you agree with all conditions of the license agreement?
Press [Yes] when you agree. Finish installation if you want to reject.
InstallShield
< Back
Yes
No

[Figure 1-1-4 Program Installation 4]

▶ Select the installation path and press the [Next] button.

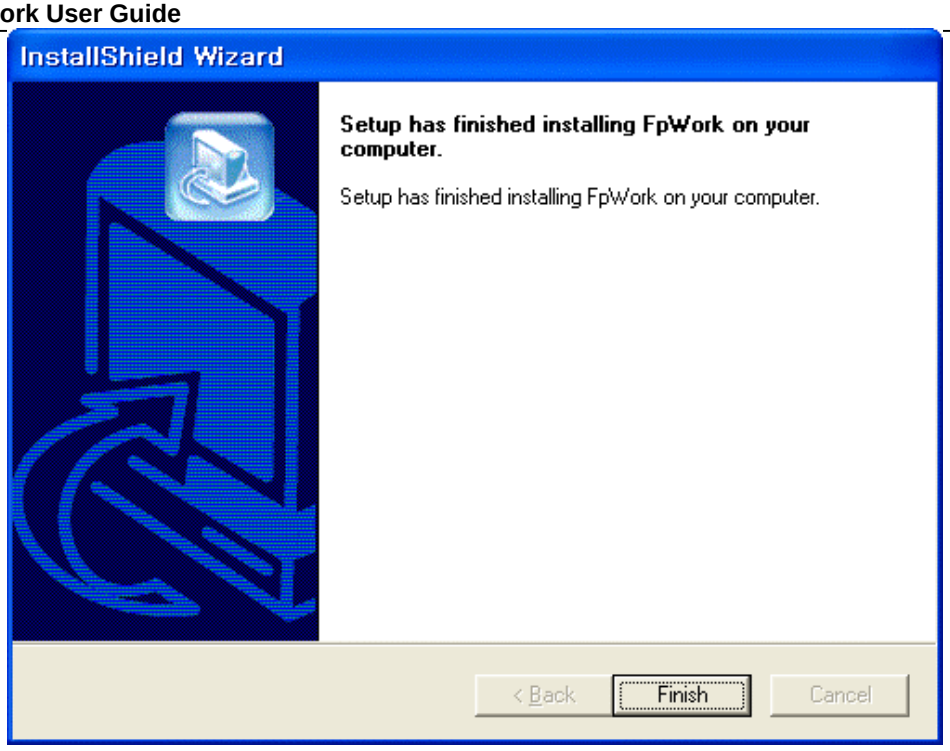



[Figure 1-1-5 Program Installation 5]




[Figure 1-1-6 Program Installation 6]

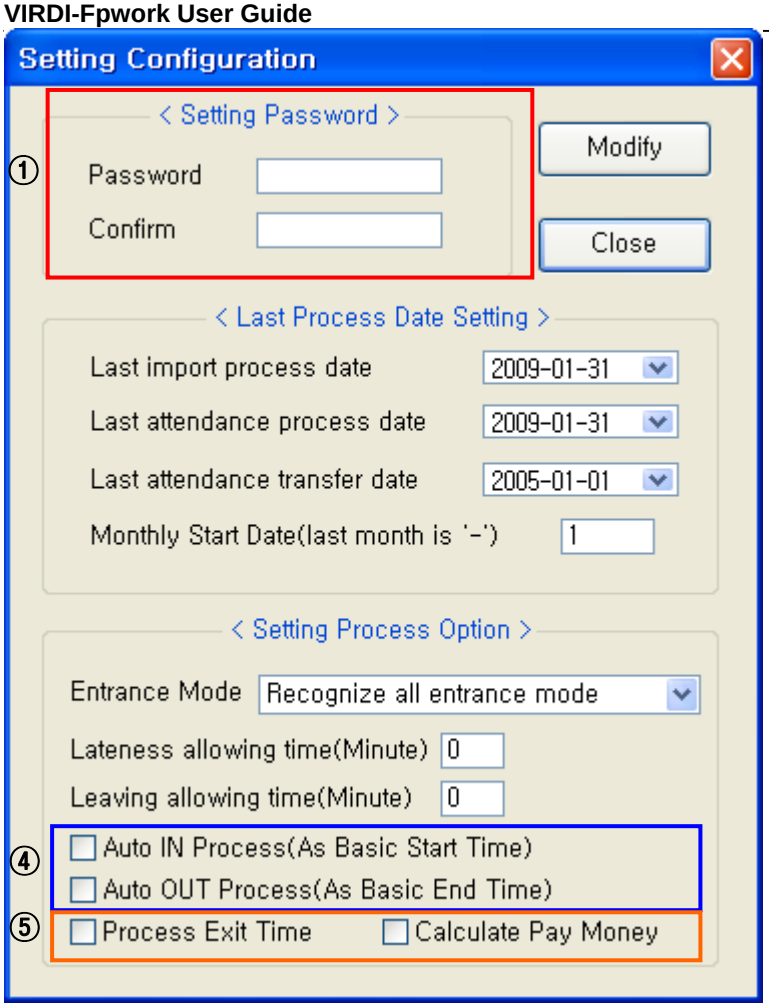
▶ Press the [Finish] button to complete program installation.




[Figure 1-1-7 Program Installation 7]

## 1-2 Environment Setting

▶ Basic time and attendance processing options can be set.




① **Password** : The password required in executing the time and attendance program can be designated.

② Select time and attendance processing mode.

**Processing according to "coming to office" and "leaving office" authentication record** : This option enables time and attendance processing only when authenticated with "coming to office" mode during time to report to the office, and "leaving office" mode during time to leave the office.

**Processing with all authentication records**: This option enables time and attendance processing with any record regardless of "coming to office", or "leaving office" authentication mode.

③ **Time allowed for running late** : Enter grace-period allowed for tardiness.
**Time allowed for early leave**: Enter time allowed for undertime.

④ **Automatic creation of "coming to office" time & Automatic creation of "leaving office" time**:
In cases where "coming to office" and "leaving office" authentication records are not available initially, this option creates such records automatically.

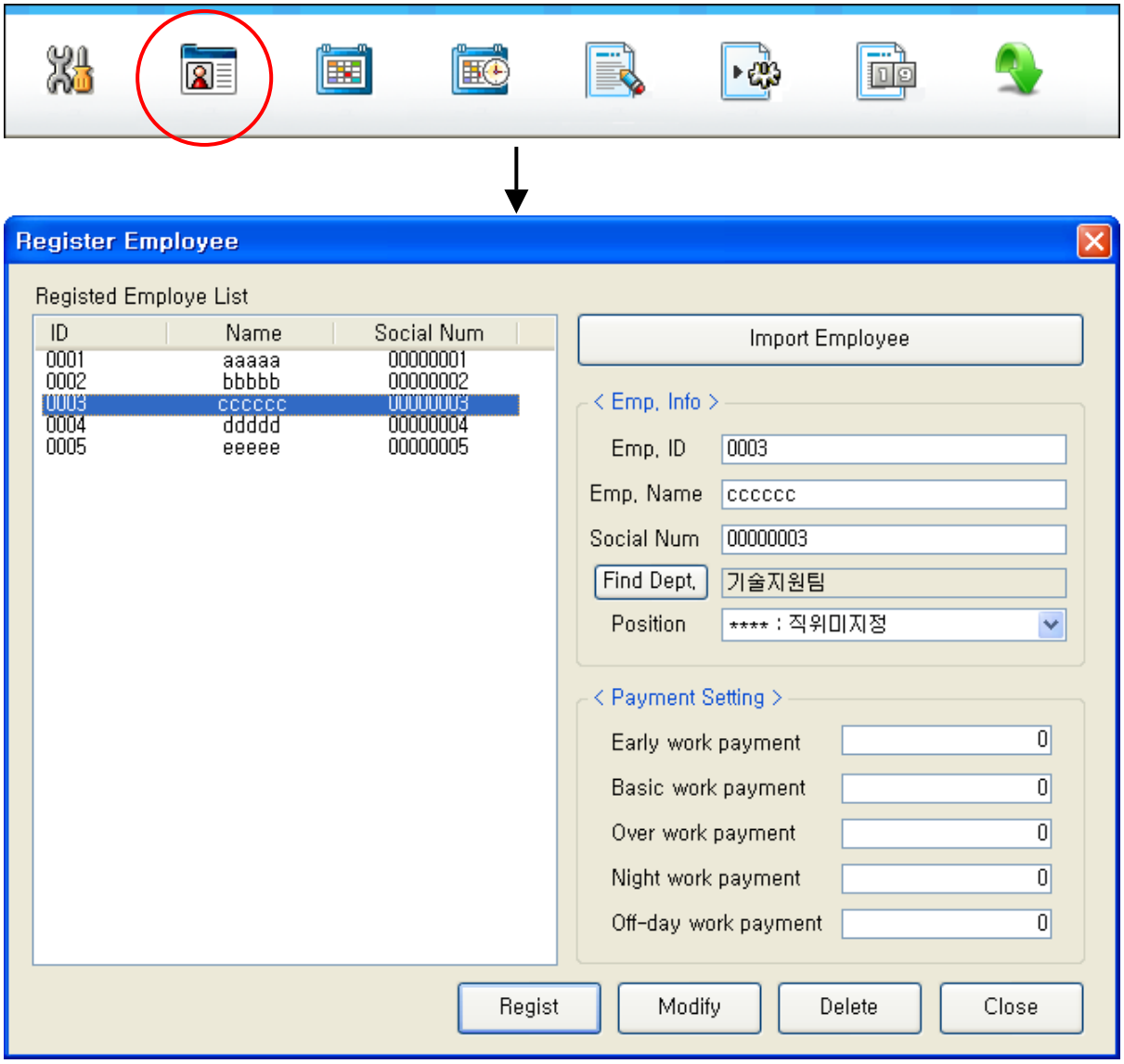
This option creates authentication record according to the time set as basic duty. However, a record is not automatically created for an absentee with no authentication record,.

⑤ For outside duty and hourly wage calculation requirement, select this option.

1-3 Employee Registration

▶ To process time and attendance, an employee must first be registered.

▶ Press the [Employee Registration] shortcut icon button.

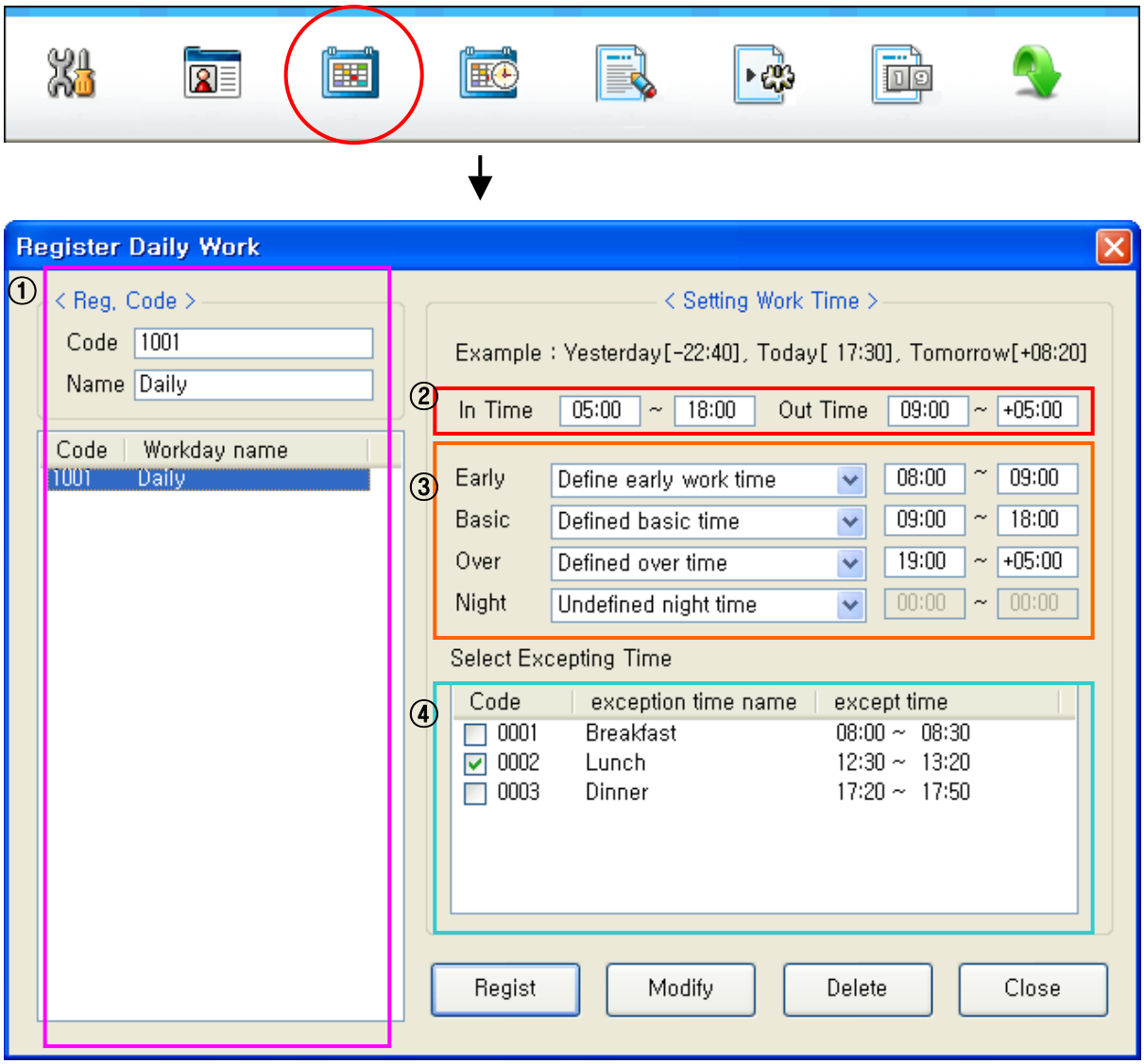



▶ Register all employees by entering required information about the employee for time and attendance processing such as employee number, name, resident registration number, department and post.

▶ In case linking with user information of access control program is required, information can be imported by selecting an employee using the [Import Employee] button.

1-4 Workday Registration

▶ Register work day codes.
▶ Press the [Work Day Registration] shortcut icon button.


Register Daily Work
① < Reg. Code >
Code 1001
Name Daily
Code Workday name
1001 Daily
< Setting Work Time >
Example : Yesterday[-22:40], Today[ 17:30], Tomorrow[+08:20]
② In Time 05:00 ~ 18:00 Out Time 09:00 ~ +05:00
③ Early Define early work time 08:00 ~ 09:00
Basic Defined basic time 09:00 ~ 18:00
Over Defined over time 19:00 ~ +05:00
Night Undefined night time 00:00 ~ 00:00
Select Excepting Time
④ Code exception time name except time
0001 Breakfast 08:00 ~ 08:30
0002 Lunch 12:30 ~ 13:20
0003 Dinner 17:20 ~ 17:50
Regist
Modify
Delete
Close

① A code can be registered by entering code and name. Availability of the code must be checked before registration.

② "Coming to office" and "Leaving office" time frame: Enter time frame allowed in the "coming to office" and "leaving office" options.

※ Allow a sufficient period of time for "coming to office", "leaving office"

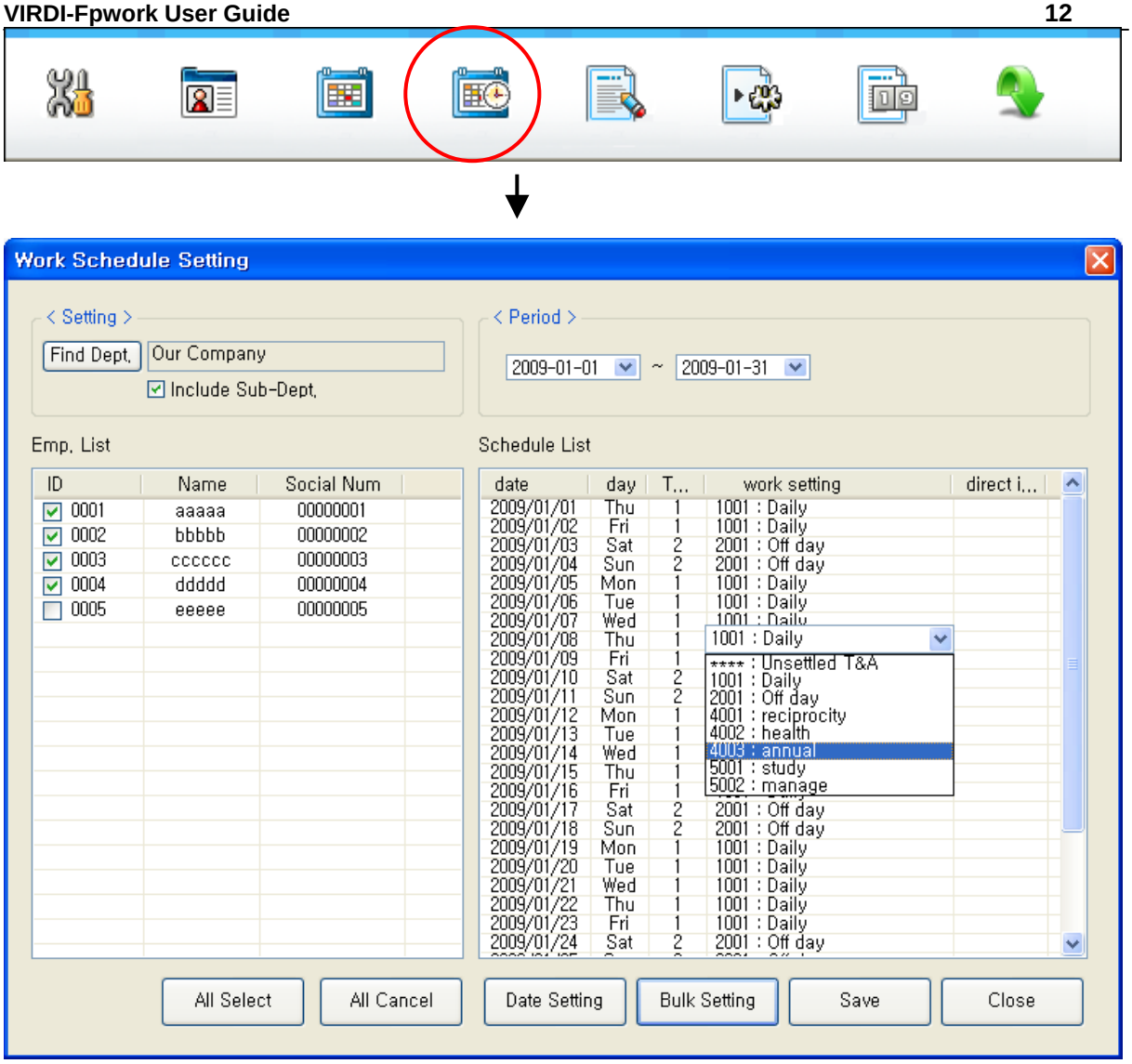
options.

③ Select the work type of which time and attendance result should be checked for [Time Designation] option, and enter corresponding period of time in the item of the right side.

④ Select code option to make exclusion from work hour.
Time control registration can be made at [Registration] – [Time Control Registration] menu.

1-5 Schedule Setting

▶ Set the schedule of employees.
▶ Press the [Schedule Registration] shortcut icon button.




▶ Select an employee's name by pressing the [Find Department] button, and press the [Schedule Setting] button to designate period of time.

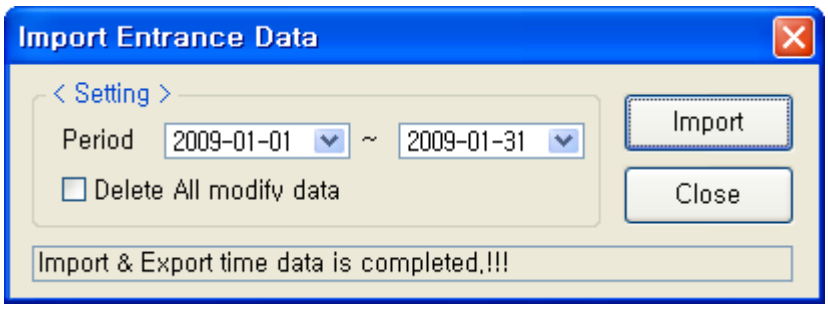
To cover a large number of periods, press the [Set All Together] button to set dates corresponding to repeated dates. Then, time and attendance for the corresponding period is set repeatedly.

When all settings are completed, press the [Save Schedule] button.

## 1-6 Authentication Record Import

▶ Authentication record needs to be linked (imported) to execute time and attendance processing.

▶ Press the [Authentication Record] shortcut icon button.

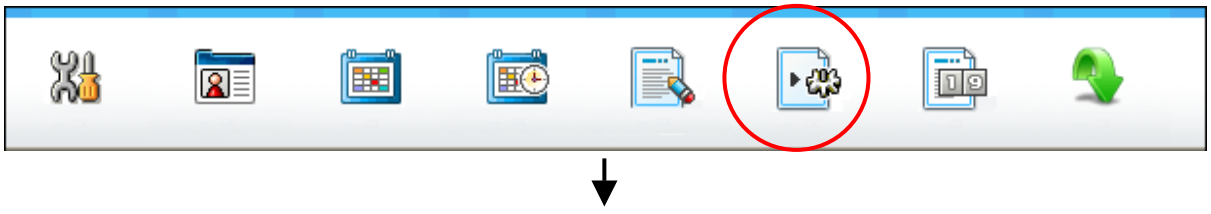


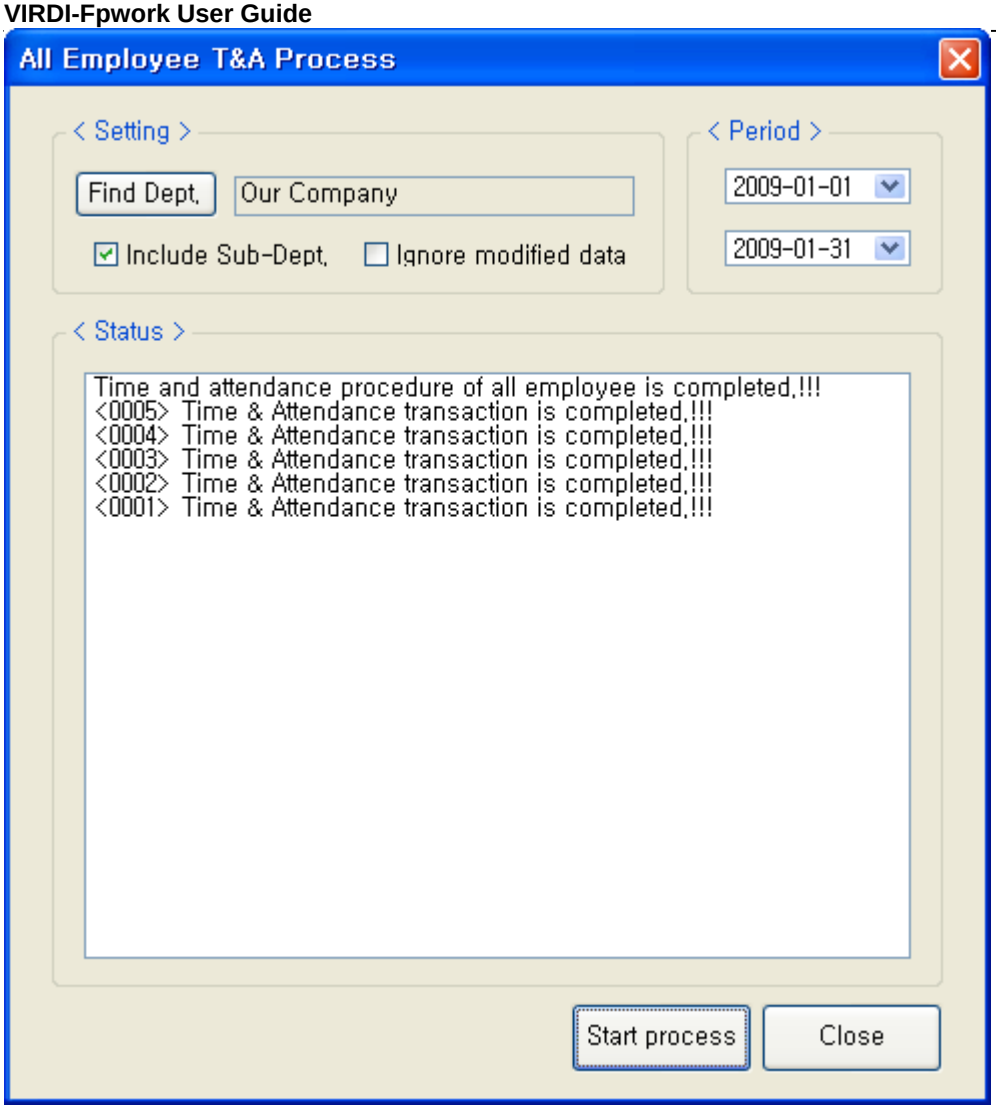

▶ Designate a period and press the [Import] button.

1-7 Processing for All Employees

▶ After executing [Import Authentication Record], designate a period and perform time and attendance processing.

▶ Press the [Time and Attendance Processing] shortcut icon button.



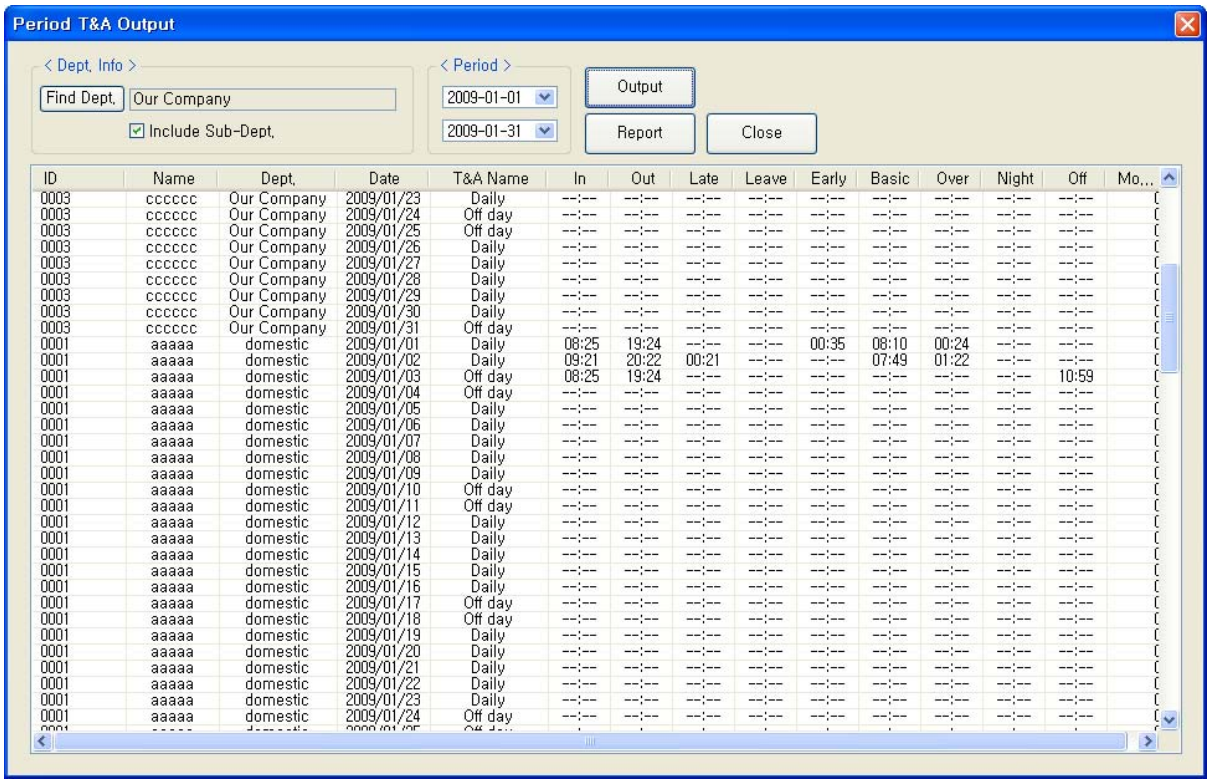



▶ To check time and attendance results, execute time and attendance processing.

Designate a period and press the [Start Time and Attendance Processing] button.

1-8 Search for Each Period

▶ Time and attendance results are searched. Press the [Time and Attendance Result] shortcut icon button.


Period T&A Output
< Dept, Info >
Find Dept,
Our Company
Include Sub-Dept,
< Period >
2009-01-01
2009-01-31
Output
Report
Close
ID Name Dept, Date T&A Name In Out Late Leave Early Basic Over Night Off Mo...
0003 cccccc Our Company 2009/01/23 Daily
0003 cccccc Our Company 2009/01/24 Off day
0003 cccccc Our Company 2009/01/25 Off day
0003 cccccc Our Company 2009/01/26 Daily
0003 cccccc Our Company 2009/01/27 Daily
0003 cccccc Our Company 2009/01/28 Daily
0003 cccccc Our Company 2009/01/29 Daily
0003 cccccc Our Company 2009/01/30 Daily
0003 cccccc Our Company 2009/01/31 Off day
0001 aaaaa domestic 2009/01/01 Daily 08:25 19:24 00:35 08:10 00:24
0001 aaaaa domestic 2009/01/02 Daily 09:21 20:22 00:21 07:49 01:22
0001 aaaaa domestic 2009/01/03 Off day 08:25 19:24 10:59
0001 aaaaa domestic 2009/01/04 Off day
0001 aaaaa domestic 2009/01/05 Daily
0001 aaaaa domestic 2009/01/06 Daily
0001 aaaaa domestic 2009/01/07 Daily
0001 aaaaa domestic 2009/01/08 Daily
0001 aaaaa domestic 2009/01/09 Daily
0001 aaaaa domestic 2009/01/10 Off day
0001 aaaaa domestic 2009/01/11 Off day
0001 aaaaa domestic 2009/01/12 Daily
0001 aaaaa domestic 2009/01/13 Daily
0001 aaaaa domestic 2009/01/14 Daily
0001 aaaaa domestic 2009/01/15 Daily
0001 aaaaa domestic 2009/01/16 Daily
0001 aaaaa domestic 2009/01/17 Off day
0001 aaaaa domestic 2009/01/18 Off day
0001 aaaaa domestic 2009/01/19 Daily
0001 aaaaa domestic 2009/01/20 Daily
0001 aaaaa domestic 2009/01/21 Daily
0001 aaaaa domestic 2009/01/22 Daily
0001 aaaaa domestic 2009/01/23 Daily
0001 aaaaa domestic 2009/01/24 Off day

▶ Designate a period of time and press the [View Result] button to check time and attendance results for the corresponding dates.

If print-out is required, press the [Report Output] button to print the selected file.

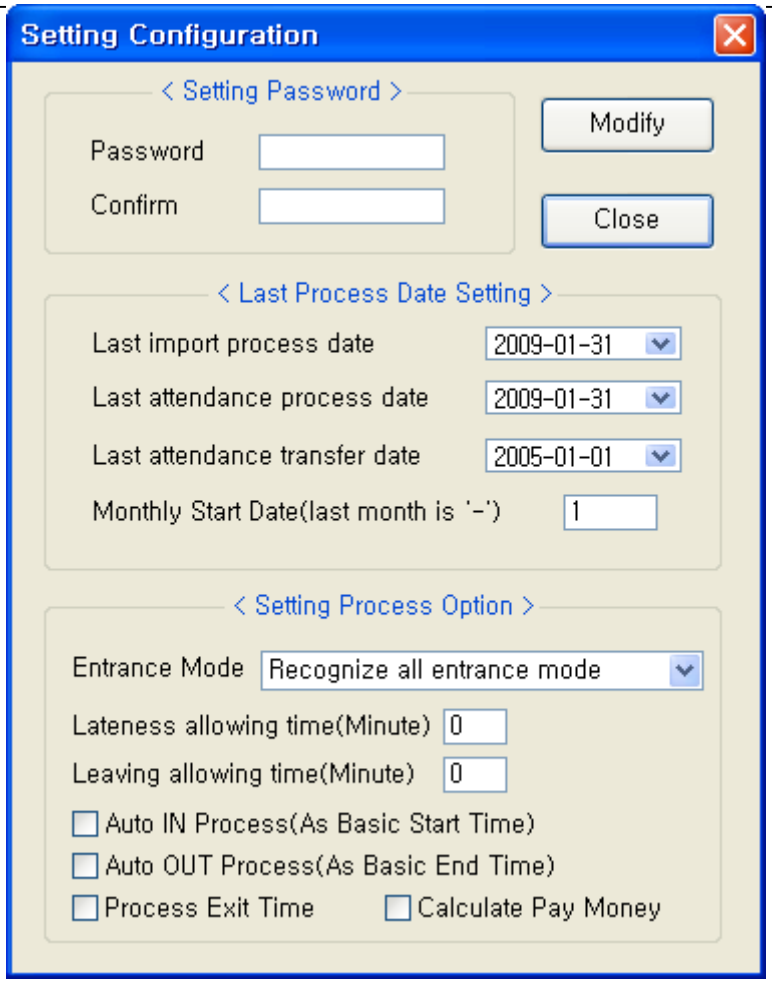
▶ If conversion to other file formats is required, press [Report Output] - [Export(mailbox shape)] button.

# 2. VIRDI-FPWork User Guide

## 2-1. Setting

### 2-1-1 Environment Setting

■ Before starting to use the time and attendance program, options can be selected according to user's environment.




[Figure 2-1-1-1 Environment Setting]

■ Password: When starting the time and attendance program, set the required password.

1~8 digits password is allowed for registration. Once a password is registered, it shall be required in starting the time and attendance program again.

If a password is not desired, leave the space in blank.

■ Time and attendance date setting

Date last imported: The latest date when authentication record was imported is displayed.

Latest processing date of time and attendance: The last date of the period when time and attendance was processed is displayed.

Latest transmittal date of time and attendance result: The date when the time and attendance result of [Management]-[External Transmission] menu was transmitted is displayed.

■ Starting date of month unit

When executing [Month Summation Processing], this option sets the basis of one month.

Example) If one month unit is December 25 ~ January 25 => -25

If one month unit is January 1 ~ January 31 => 1

■ Time and attendance processing option setting

The time and attendance processing mode can be selected according to user's environments.

■ Processing according to "coming to office" and "leaving office" authentication record: If this option is set, "coming to office" authentication record is processed only during time frame set as "coming to office". Also, "leaving office" authentication record is processed only during time frame set as "leaving office".

Records authenticated with [General] mode and other modes are not included in the processing. For proper time and attendance processing, authentication must be done as "coming to work" during time for reporting to work and authentication must be done as "leaving office" during time for "leaving office".

■ Processing with all authentication records : All authentication records are processed regardless of authentication mode.

Time and attendance can be processed during "coming to office" time without [Coming to Office], [Leaving Office] mode authentication. The first authentication record is processed as [Coming to Office], and the last authentication record is processed as [Leaving Office].

■ Time allowed for running late, Time allowed for leaving early : A grace period of time (in minutes) for tardiness and undertime can be entered. During an entered time, the grace period indicatef for tardiness and undertime is excluded.

■ Automatic creation of "coming to office" time : In case [Coming to Office] record does not exist, this function automatically sets the starting time of basic work as "coming to office" time.

■ Automatic creation of "leaving office" time : In case [Leaving Office] record does not exist, this function automatically creates the ending time of basic work as "leaving office" time.

■ Outside duty processing: Select this option when calculating outside duty record.

■ Hourly wage calculation: Select this option when calculating hourly wage.

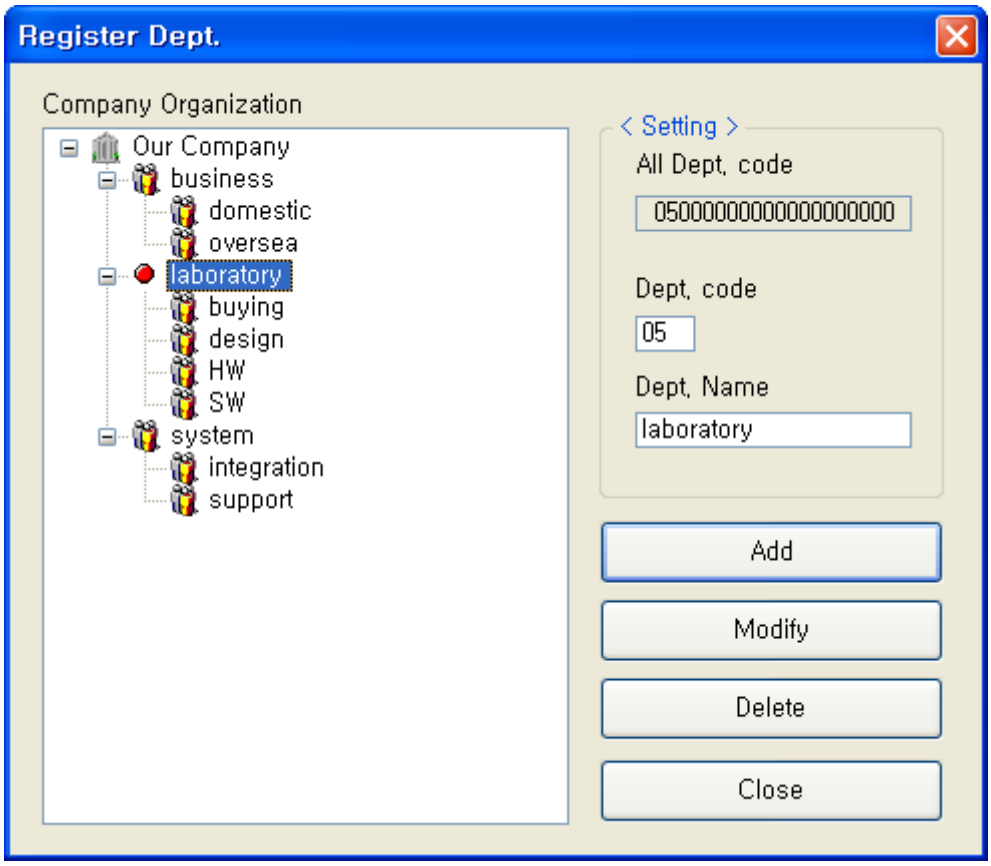
Hourly wage amount can be set at [Employee Registration].

2-1-2 Close

■ The time and attendance program is closed.

## 2-2. Registration

2-2-1 Department Registration




[Figure 2-2-1-1 Department Registration]

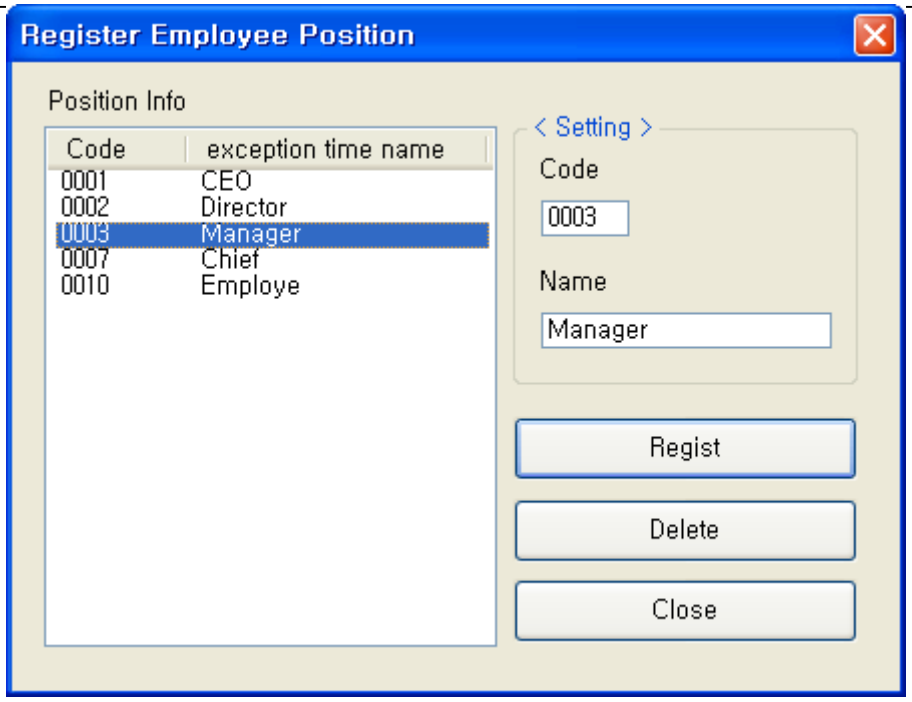
■ Register a department to include employees.

■ Department registration allows time and attendance processing for each department. Also, time and attendance results can be searched for each department.

A registered department name is displayed in the output .

2-2-2 Rank Registration

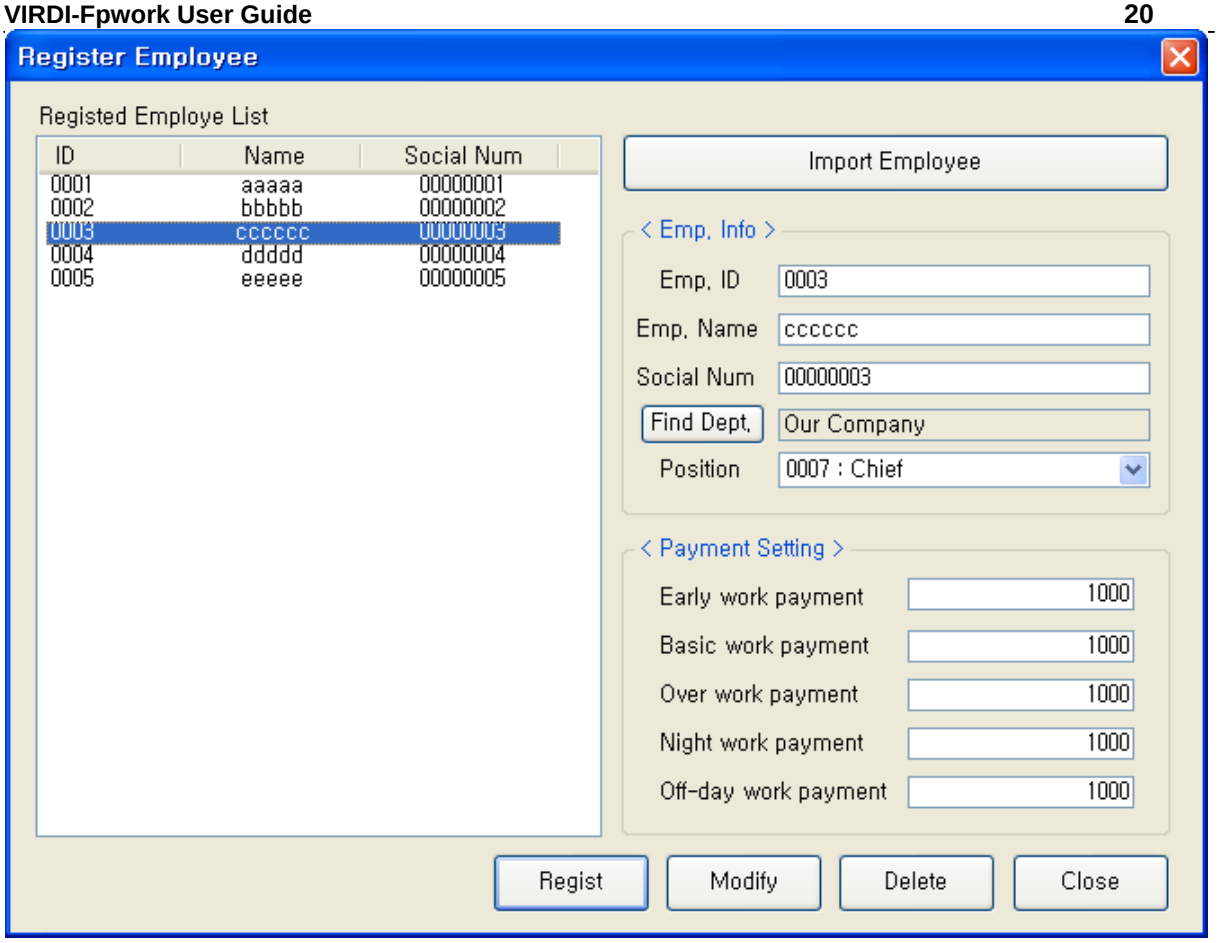
■ Register a rank of an employee.




[Figure 2-2-2-1 Rank Registration]

■ A code number to be registered as rank must consists of 4-digit alpha-numeric code. An entered name is shown in the output display.

## 2-2-3 Employee Registration




[Figure2-2-3-1 Employee Registration]

■ Register employee information.

Employee information registered at the access control program can be linked with the time and attendance program using [Import Employee].

■ Employee information

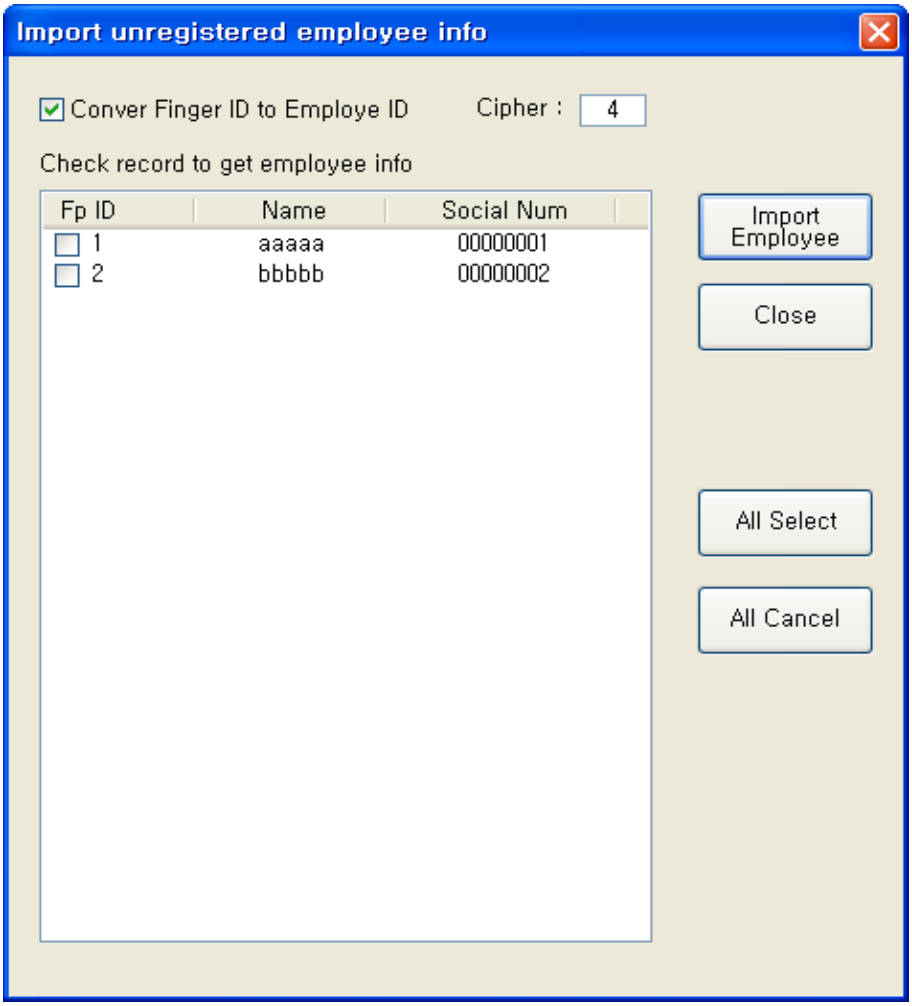
linformation for all employees must be registered by entering employee number, name and resident registration number.

■ A department is selected from previously registered department codes, and a rank code is also selected from previously registered rank codes. A selected department and a selected rank are shown when displaying time and attendance.

In case hourly wage calculation is required, set hourly wage amount for each employee.

(If hourly wage calculation cannot be done, check if the [Hourly Wage Calculation] item in [Setting]-[Environment Setting] is checked.

■ <Import Employee>



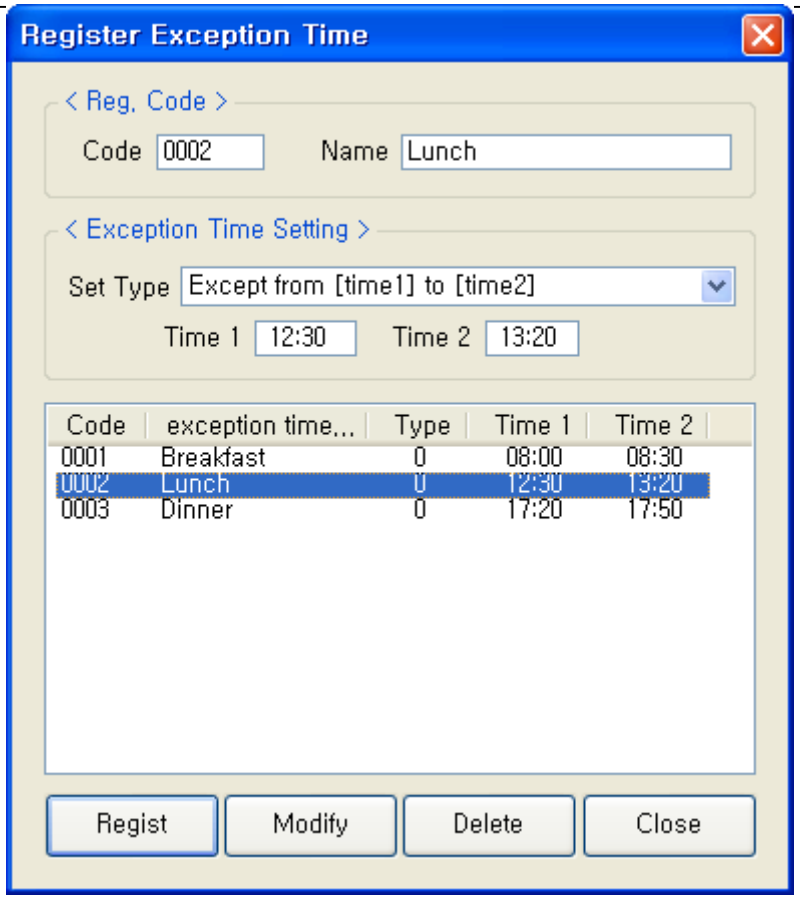

[Figure 2-2-3-2 Import Employee]

■ After selecting an employee from the list of displayed information, select [Import].

■ If [Employee number used as fingerprint ID] is checked, a user ID registered in the access control program is registered automatically as an employee number.

The number of digits: Import can be selected by entering the number of digits for an employee number.

2-2-4 Time Control Registration




[Figure 2-2-4-1 Time Control Registration]

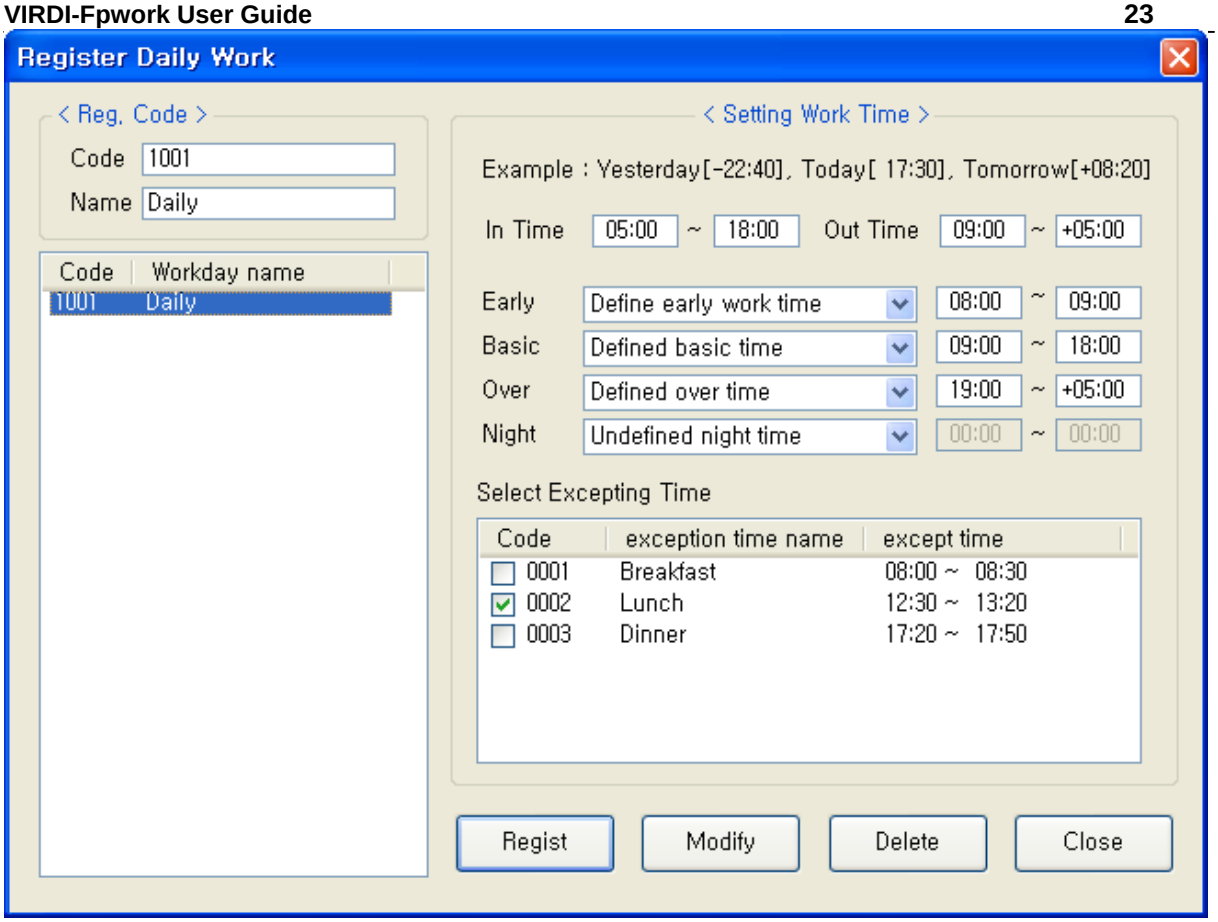
■ To exclude lunch time and dinner time from work hour, a time control code must be registered in advance.

■ A code is entered by combining English alphabet and number.

Enter time to be excluded in [Time 1] and [Time 2] input lines. Then, time from [Time 1] to [Time 2] can be excluded from work hour.

※ Code registration has no restriction. However, only up to 5 time control code selections can be made at [Workday Registration] and [Holiday Registration].

## 2-2-5 Workday Registration


Register Daily Work
< Reg. Code >
Code 1001
Name Daily
Code Workday name
1001 Daily
< Setting Work Time >
Example : Yesterday[-22:40], Today[ 17:30], Tomorrow[+08:20]
In Time 05:00 ~ 18:00 Out Time 09:00 ~ +05:00
Early Define early work time 08:00 ~ 09:00
Basic Defined basic time 09:00 ~ 18:00
Over Defined over time 19:00 ~ +05:00
Night Undefined night time 00:00 ~ 00:00
Select Excepting Time
Code exception time name except time
0001 Breakfast 08:00 ~ 08:30
0002 Lunch 12:30 ~ 13:20
0003 Dinner 17:20 ~ 17:50
Regist
Modify
Delete
Close

[Figure 2-2-5-1 Workday Registration]

■ Codes registered at time and attendance [Scheduling Setting] can be applied only when workday codes are registered.

A code for time and attendance can be registered with 4-digit English alphabet and number, and a name is shown when displaying time and attendance.

■ Time setting for time and attendance

- "Coming to office" time frame: Enter a time frame to be approved as "coming to office".

From input time frame, the first authenticated record is processed as "coming to office".

-"Leaving office" time frame: Enter a time frame to be approved as "leaving office".

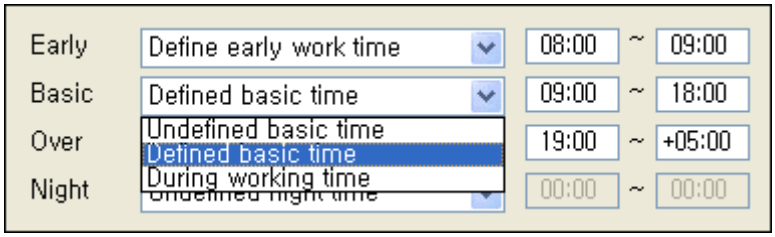
From input time frame, the last authenticated record is processed as "leaving office".

※ Authentication records beyond “coming to office”, “leaving office” time frame are not processed for time and attendance.

Allow a sufficient range for “coming to office”, “leaving office” period of time.

■ Select an item whose time and attendance results are to be checked as [Work hour Designation].

Enter a time to approve in the right side of the column and press the [Registration] button.

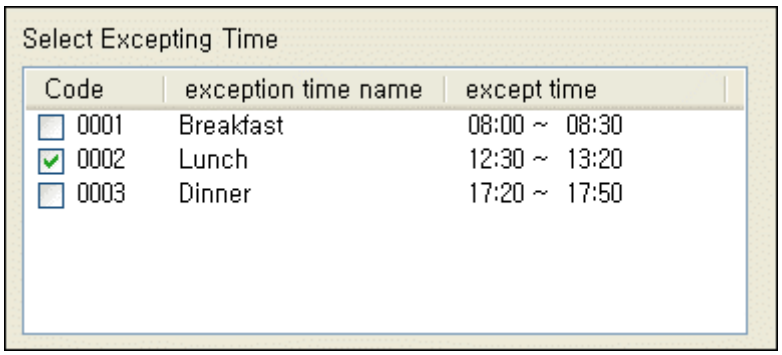



[Figure 2-2-5-2 Workday Registration 2]

- No basic work calculation: Work hour is not computed.

- Time designation: Work hour for time entered in the right side of the column is computed.

- During “coming to office” and “leaving office” time : Without being restricted by a designated time, work hour is computed by checking “coming to office” and “leaving office” record.




[Figure 2-2-5-3 Workday Registration 3]

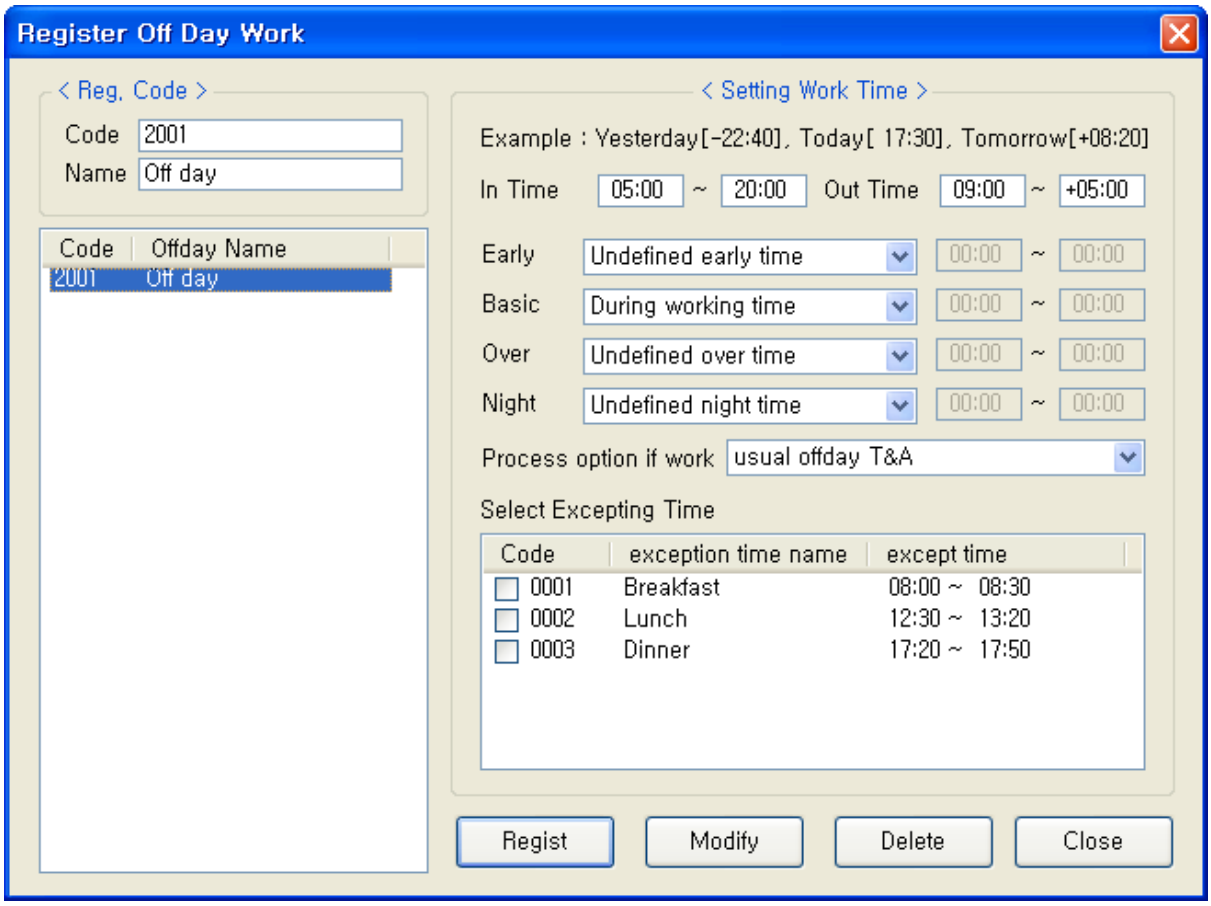
- Time control selection:

Select codes to be excluded from work hour such as lunch time and dinner time.

Up to 5 code selections can be made.

A code can be registered through [Registration]-[Time Control Registration].

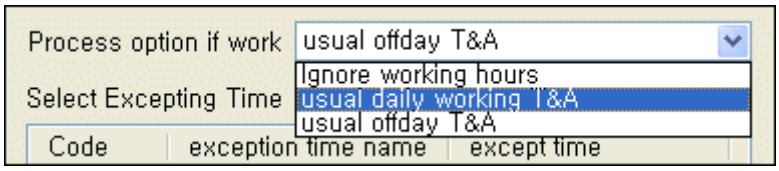
### 2-2-6 Holiday Registration


Register Off Day Work
< Reg. Code >
Code 2001
Name Off day
Code Offday Name
2001 Off day
< Setting Work Time >
Example : Yesterday[-22:40], Today[ 17:30], Tomorrow[+08:20]
In Time 05:00 ~ 20:00 Out Time 09:00 ~ +05:00
Early Undefined early time 00:00 ~ 00:00
Basic During working time 00:00 ~ 00:00
Over Undefined over time 00:00 ~ 00:00
Night Undefined night time 00:00 ~ 00:00
Process option if work usual offday T&A
Select Excepting Time
Code exception time name except time
0001 Breakfast 08:00 ~ 08:30
0002 Lunch 12:30 ~ 13:20
0003 Dinner 17:20 ~ 17:50
Regist
Modify
Delete
Close

[Figure 2-2-6-1 Holiday Registration]

■ In case of working on a holiday, set time for holiday time and attendance to process.

Holiday code and workday code cannot be registered in duplicate. Time setting procedures for time and attendance is identical to those of workday.


Process option if work usual offday T&A
Ignore working hours
usual daily working T&A
usual offday T&A
Select Excepting Time
Code exception time name except time

[Figure 2-2-6-2 Holiday Registration Option]

■ Work hour processing during “coming to office”

- No time and attendance processing => Work hour is not computed.

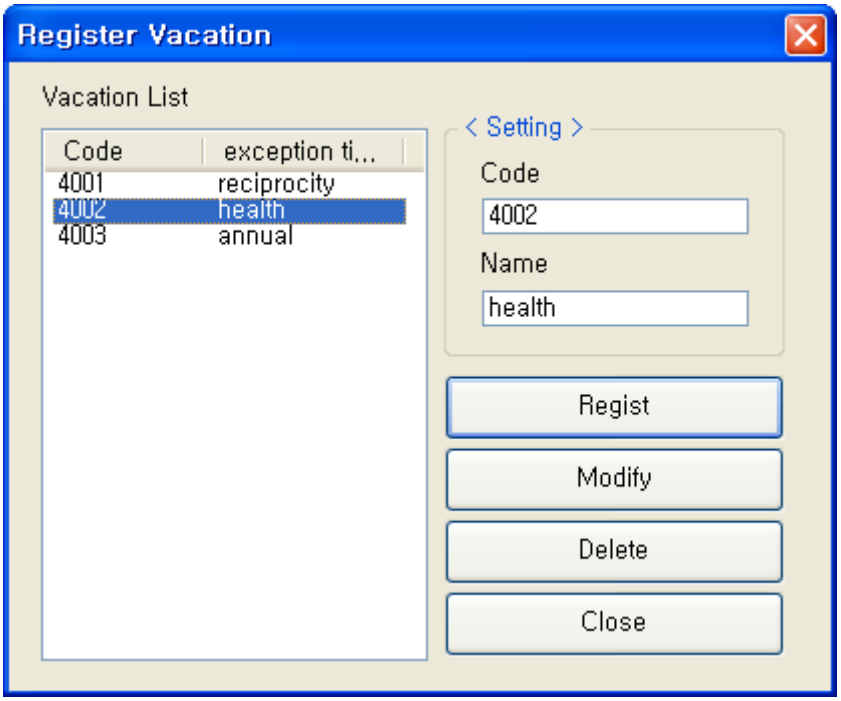
- Weekday work processing => Computation is made according to a selected work type.

Example) Basic work 8 hours, Overtime work 2 hours => Basic:8, Overtime:2

- Holiday work processing => Computation is made by adding all work hours.

Example) Basic work 8 hours, Overtime work 2 hours => Holiday:10

### 2-2-7 Vacation Registration




[Figure 2-2-7-1 Vacation Registration]

■ Vacation codes required in work schedule can be registered.

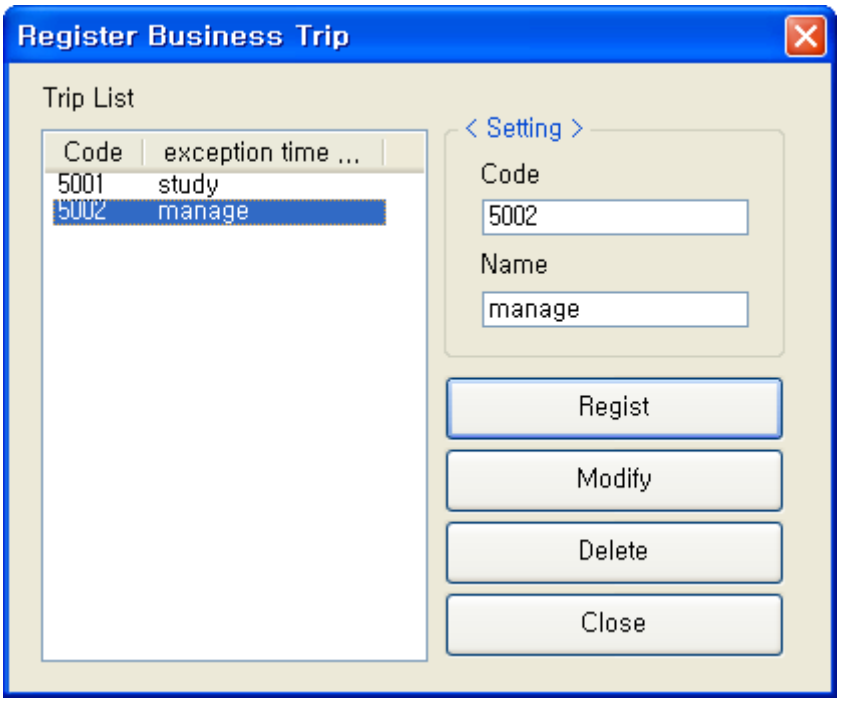
■ Enter a code in English alphabet and number. After entering a name, select [Registration].

To change a previously registered holiday code, select a holiday code in [Vacation List] and change the code and name. Then, press the [Change] button.

■ Registered codes can be applied during time and attendance schedule

setting. A vacation code is shown for a specific workday name upon display of time and attendance.

### 2-2-8 Business Trip Registration




[Figure 2-2-8-1 Business Trip Registration]

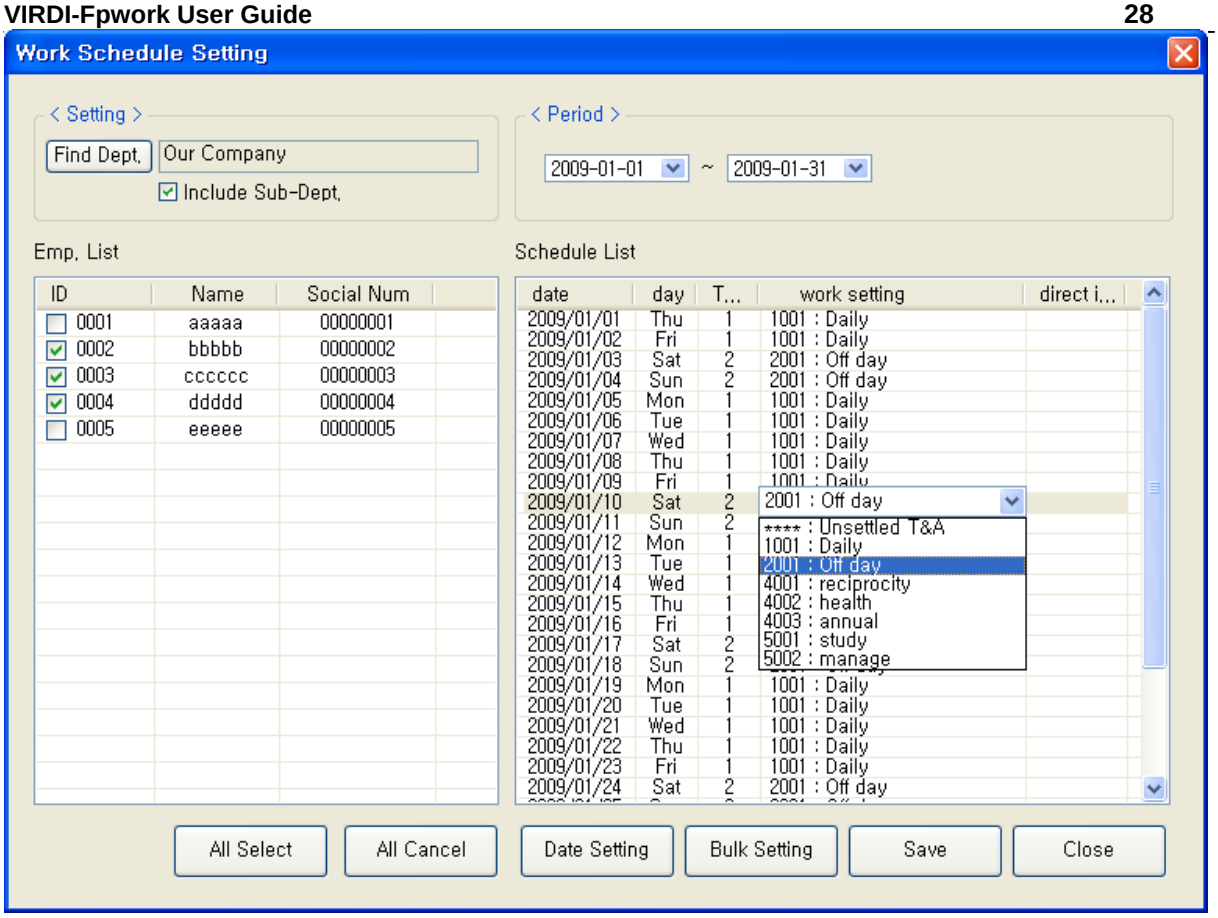
■ Business trip codes required in work schedule can be registered.

■ Enter a code in English alphabet and number. After changing a name, select [Registration].

To change a previously registered business trip code, select a business trip code in [Business Trip List] and change the code and name. Then, press the [Change] button.

■ Registered codes can be applied during time and attendance schedule setting. A business trip code is shown for a specific workday name when displaying time and attendance.

### 2-2-9 Schedule Setting




[Figure 2-2-9-1 Schedule Setting]

■ Set the schedule of employees.

First, select [Find Department] and import a list of employees for the entire department or each department.

Select an employee displayed in the employee list and set schedule.
To set for all, click the [Select All] button.

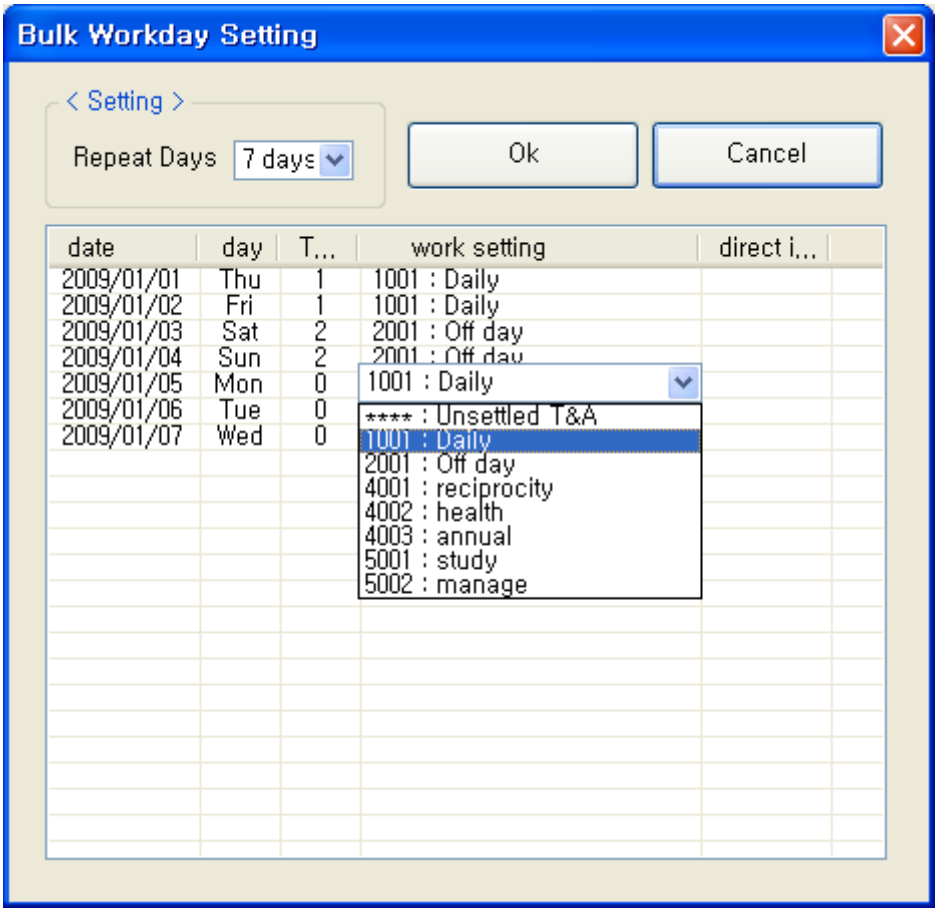
■ Select [Date Setting] to designate a period in setting a schedule.

When dates are displayed in the schedule list, click the [Set All] button. Then, repeated dates are applied to allow easy schedule setting.

When all time and attendance schedules are set, press the [Save Schedule] button to save settings.

■ Setting all together :

To cover a large number of periods, this function allows the setting of time and attendance schedule at one time by selecting repeatedly applied dates.




[Figure 2-2-9-2 Set Schedule in All]

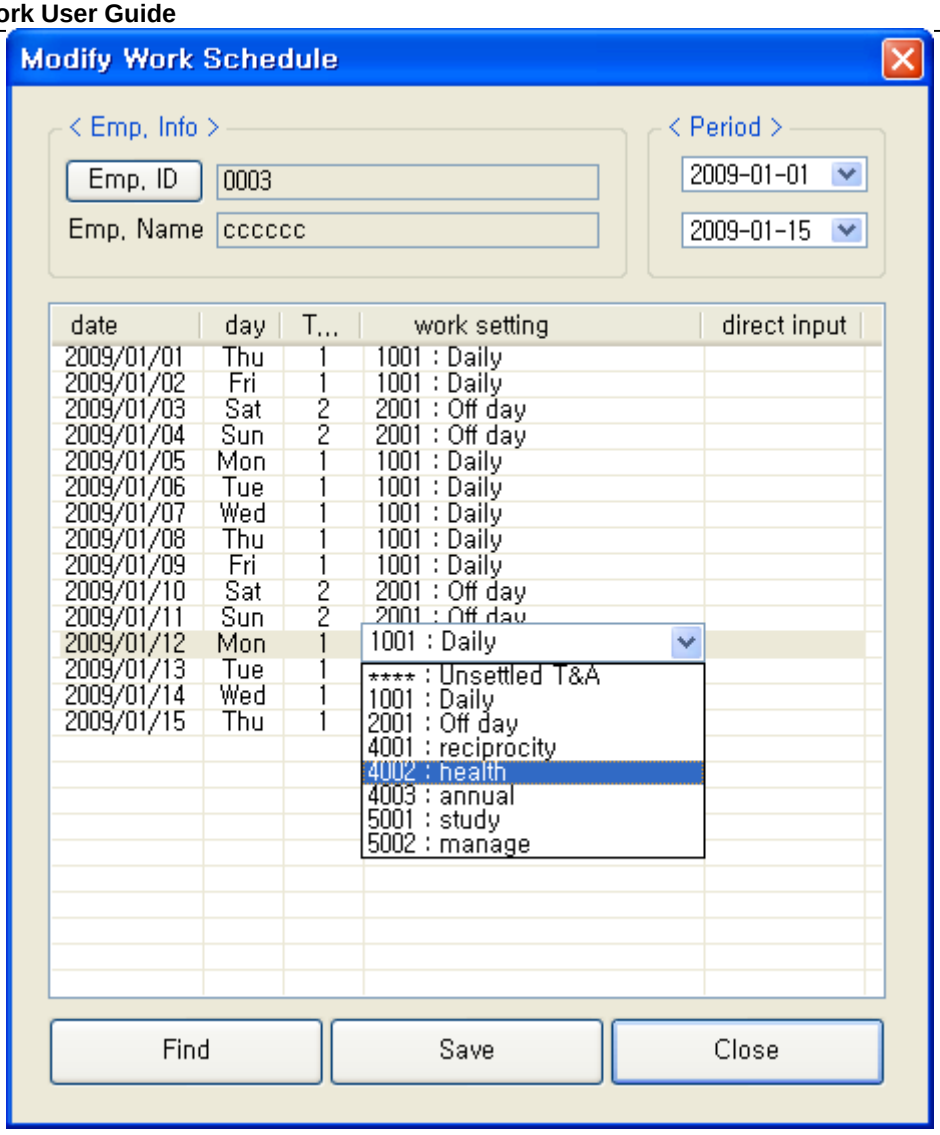
■ Repeatedly applied dates :

These represent dates of which schedule repeats over and over. If 7 days is set as basis, time and attendance for one week period from Monday to Sunday is set repeatedly.

To set time and attendance, double click an item displayed as [Time and attendance not designated] and select a time and attendance code for the corresponding date. When setting is completed, click the [Finish Setting] button.

### 2-2-10 Schedule Change

■ After the setting of time and attendance schedule is completed, select [Registration]-[Change Schedule] if modification is required.



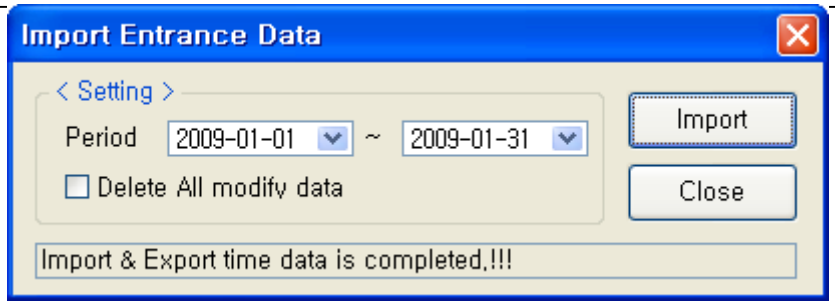

[Figure 2-2-10-1 Schedule Change]

■ Click [Employee number] to select an employee whose schedule is to be changed.
Designate a period and press the [Find] button to display corresponding dates.

■ Schedule codes can be changed by pressing double click on [Time and Attendance Setting]. Upon completion, click the [Save] button to save modified contents.

## 2-3. Processing

### 2-3-1 Authentication Record Import




[Figure 2-3-1-1 Authentication Record Import]

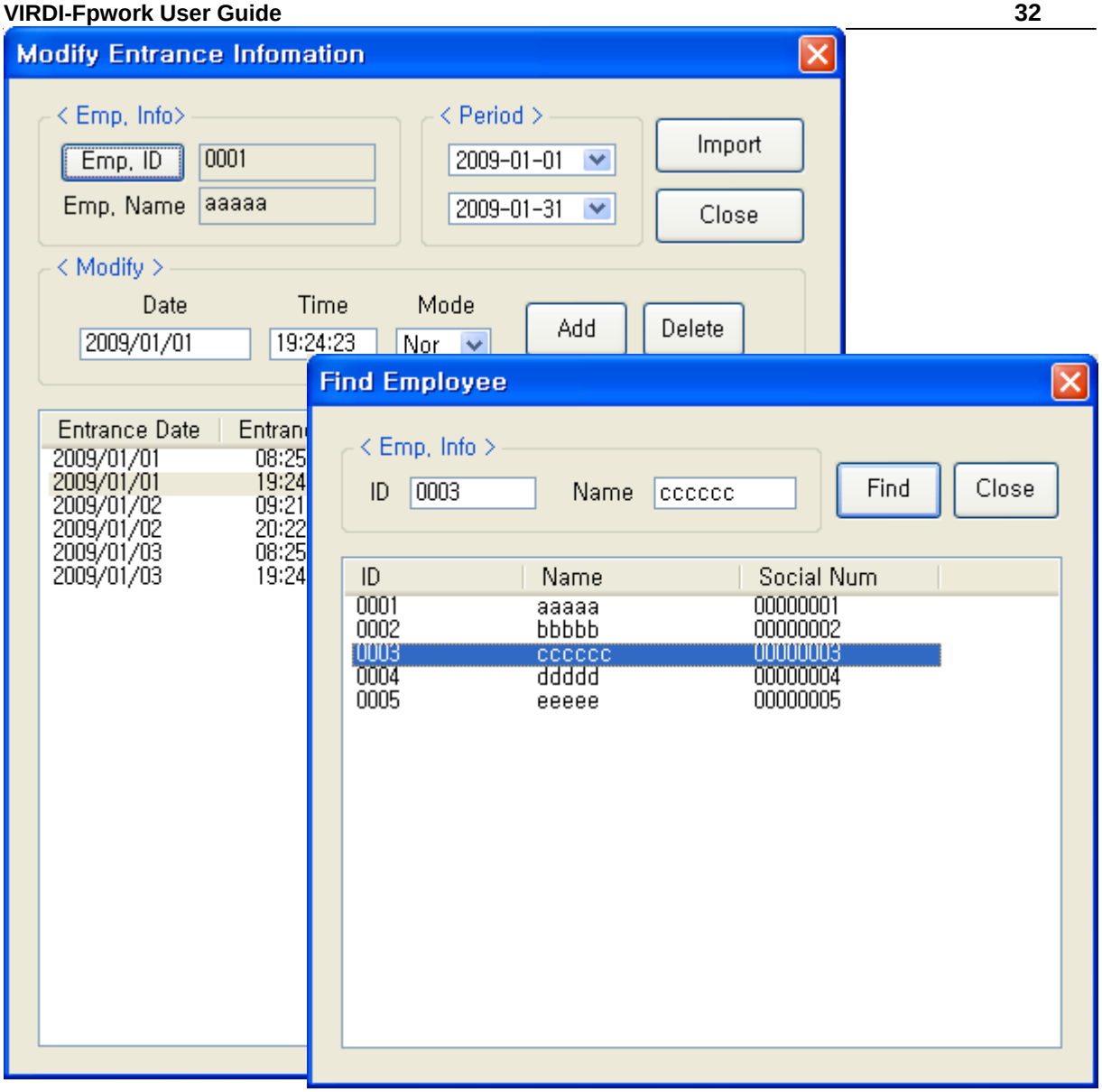
■ [Import Authentication Record] is a function that must be executed for time and attendance processing.

Designate a period and press the [Import] button.

■ Deleting all modified authentication records:

To delete modified records from the list of authentication records, select [Delete all changed authentication records] and press the [Import] button.

## 2-3-2 Authentication Record Check



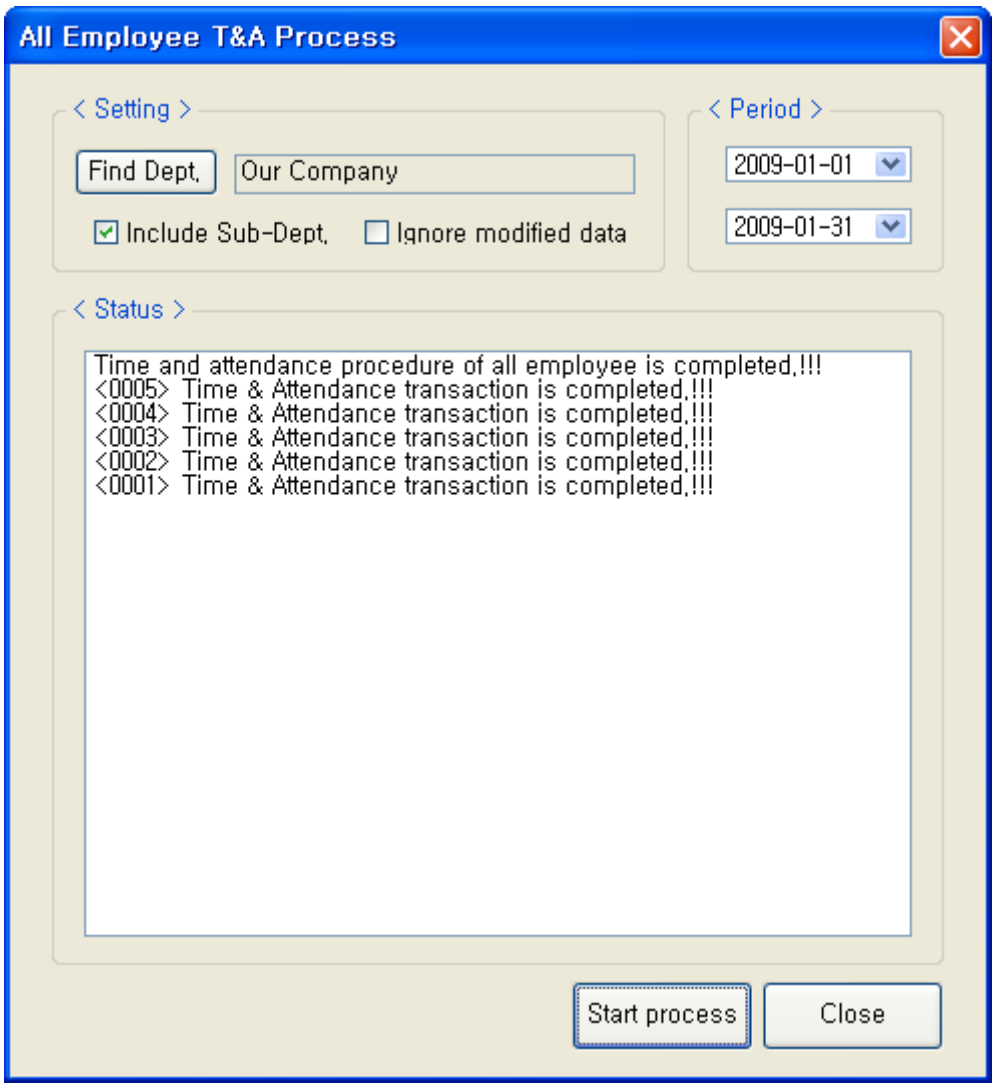

[Figure 2-3-2-1 Authentication Record Check]

■ Authentication record can be checked and changed by selecting an employee.
Select [Employee Number] to pick an employee.

Designate a period and select [View Record] to check authentication record for a designated period. If necessary, authentication record can be changed.

※ A changed authentication record is displayed as “Change” in [Remarks] line.
(A normally authenticated record is displayed as “Record”.)

## 2-3-3 Processing for All Employees




[Figure 2-3-3-1 Processing for All Employees]

■ Perform [Import Authentication Record] to execute time and attendance processing for all employees.

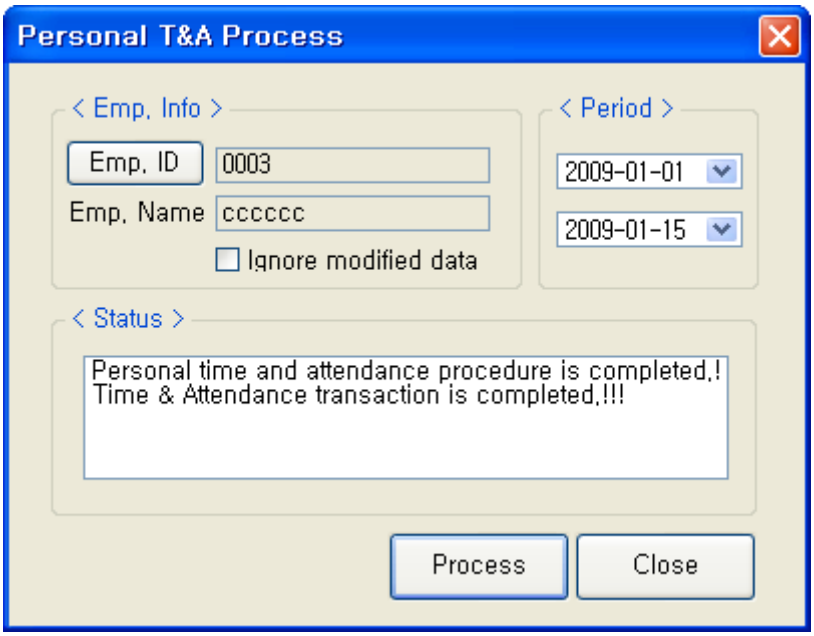
■ Select [Find Department] and designate [Period].
To stop time and attendance processing, press the [Stop Time and Attendance Processing] button.

■ To delete changed time and attendance results and reprocess time and attendance, check the [Delete changed time and attendance result] item and execute time and attendance processing.

Subsequently, the changed time and attendance results are deleted and the

time and attendance is processed only for the authentication record of the access control program.

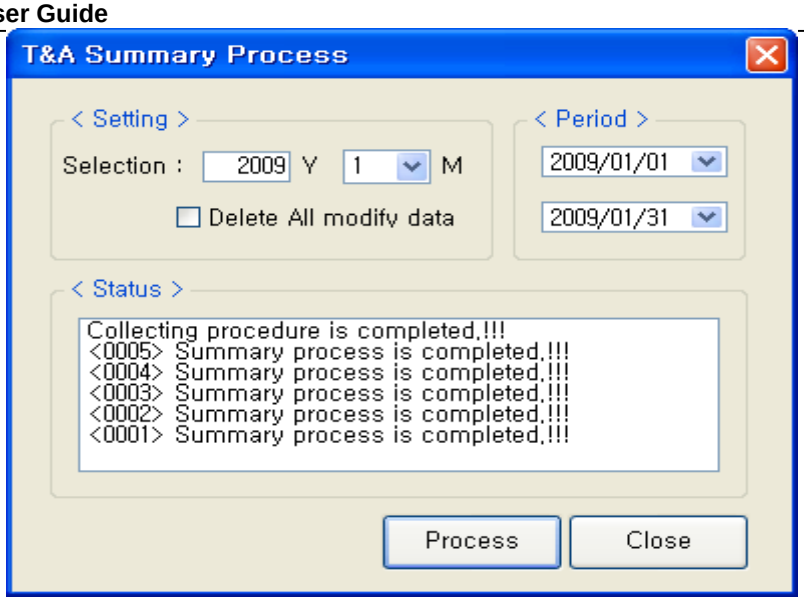
### 2-3-4 Processing for Each Employee




[Figure 2-3-4-1 Processing for Each Employee]

■ This is the menu selected when time and attendance processing for each employee is required.
■ Click [Employee Number] to select an employee.
Designate a period and press the [Time and Attendance Processing] button.

### 2-3-5 Monthly Summation Processing

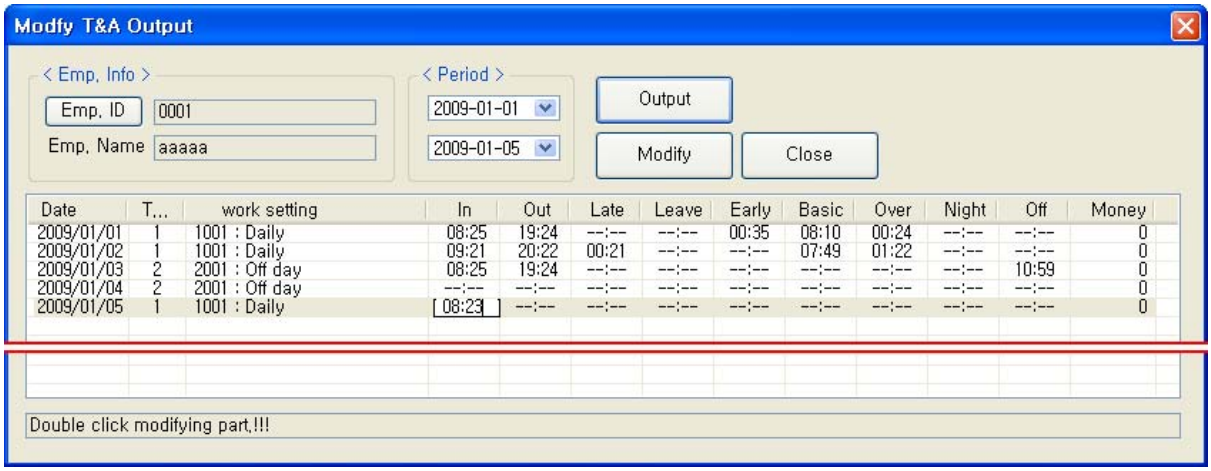



[Figure 2-3-5-1 Monthly Summation Processing]

■ After time and attendance processing, summation results can be checked by executing [Process Monthly Summation].
Select dates for summation processing and press [Process Summation].

■ To delete all changed summation results and reprocess summation, check the [Delete changed monthly summation] item and press the [Process Summation] button.

### 2-3-6 Daily Time and Attendance Change


Modfy T&A Output
< Emp, Info >
Emp, ID 0001
Emp, Name aaaaa
< Period >
2009-01-01
2009-01-05
Output
Modify
Close
Date T... work setting In Out Late Leave Early Basic Over Night Off Money
2009/01/01 1 1001 : Daily 08:25 19:24 --:-- --:-- 00:35 08:10 00:24 --:-- --:-- 0
2009/01/02 1 1001 : Daily 09:21 20:22 00:21 --:-- --:-- 07:49 01:22 --:-- --:-- 0
2009/01/03 2 2001 : Off day 08:25 19:24 --:-- --:-- --:-- --:-- --:-- --:-- 10:59 0
2009/01/04 2 2001 : Off day --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
2009/01/05 1 1001 : Daily 08:23 --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
Double click modifying part.!!!

[Figure 2-3-6-1 Daily Time and Attendance Change]

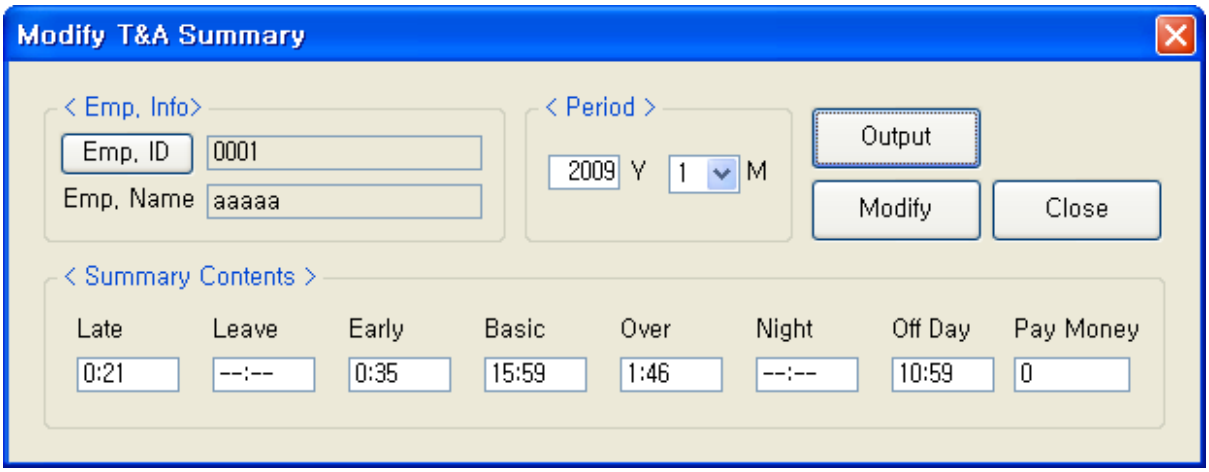
■ Time and attendance results processed for each employee can be changed.

■ Click the [Employee Number] button and select an employee.

After designating a period and searching results during a period of dates set for change, double click an item to change and modify time and attendance results. When change is completed, press the [Change Result] button to save.

■ To delete changed time and attendance results, check the [Delete changed time and attendance result] item and execute time and attendance processing.

### 2-3-7 Monthly Summation Change




[Figure 2-3-7-1 Monthly Summation Change]

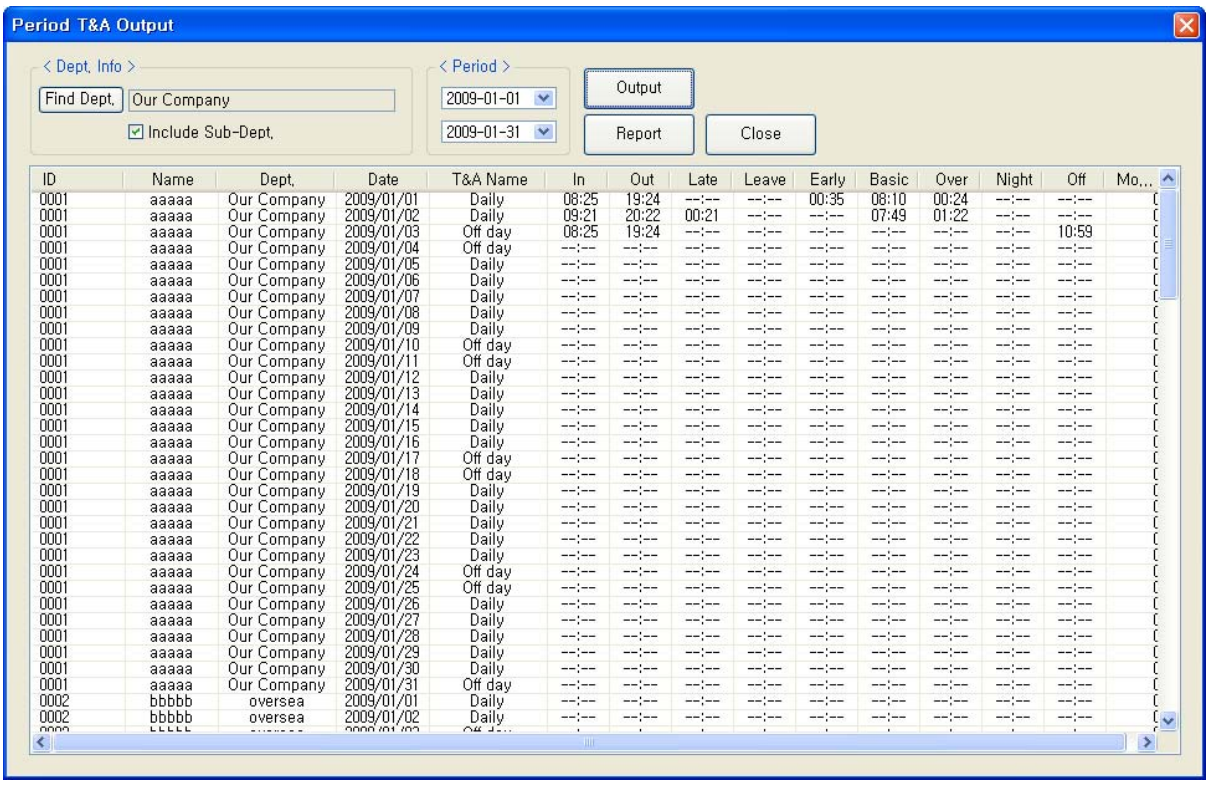
■ Monthly summation results for each employee can be changed.

■ Click [Employee Number] to select an employee. Designate a period and select [View Result].

When all summation results are displayed, change the item to be modified. Then, press the [Change Result] button to save.

## 2-4. Search

## 2-4-1 Search for Each Period




| ID | Name | Dept, | Date | T&A Name | In | Out | Late | Leave | Early | Basic | Over | Night | Off | Mo... |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0001 | aaaaa | Our Company | 2009/01/01 | Daily | 08:25 | 19:24 | --:-- | --:-- | 00:35 | 08:10 | 00:24 | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/02 | Daily | 09:21 | 20:22 | 00:21 | --:-- | --:-- | 07:49 | 01:22 | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/03 | Off day | 08:25 | 19:24 | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | 10:59 | |
| 0001 | aaaaa | Our Company | 2009/01/04 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/05 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/06 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/07 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/08 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/09 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/10 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/11 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/12 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/13 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/14 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/15 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/16 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/17 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/18 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/19 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/20 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/21 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/22 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/23 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/24 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/25 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/26 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/27 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/28 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/29 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/30 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0001 | aaaaa | Our Company | 2009/01/31 | Off day | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0002 | bbbbb | oversea | 2009/01/01 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |
| 0002 | bbbbb | oversea | 2009/01/02 | Daily | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | --:-- | |

[Figure 2-4-1-1 Search for Each Period]

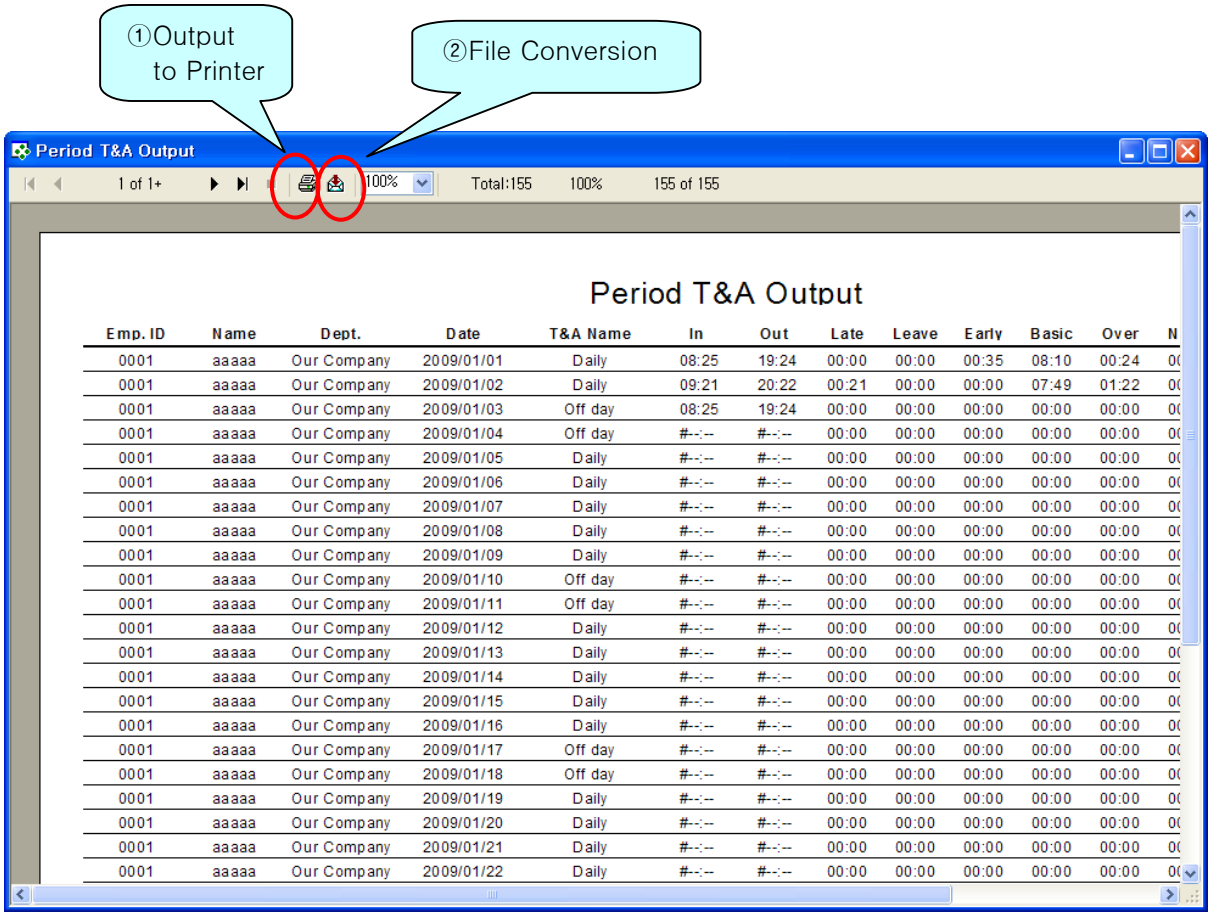
■ After the time and attendance processing is completed, the results for a designated period can now be checked.

Click [Find Department] and designate a period. Then, select [View Result] to check time and attendance results.

■ To check searched time and attendance results in a printed form, press the [Report Output] button.

■ Report output :

The report output function shows all time and attendance results in the preview screen. Print and conversion to other file formats are also possible.




| Emp. ID | Name | Dept. | Date | T&A Name | In | Out | Late | Leave | Early | Basic | Over | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0001 | aaaaa | Our Company | 2009/01/01 | Daily | 08:25 | 19:24 | 00:00 | 00:00 | 00:35 | 08:10 | 00:24 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/02 | Daily | 09:21 | 20:22 | 00:21 | 00:00 | 00:00 | 07:49 | 01:22 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/03 | Off day | 08:25 | 19:24 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/04 | Off day | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/05 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/06 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/07 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/08 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/09 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/10 | Off day | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/11 | Off day | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/12 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/13 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/14 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/15 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/16 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/17 | Off day | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/18 | Off day | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/19 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/20 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/21 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |
| 0001 | aaaaa | Our Company | 2009/01/22 | Daily | #-:-- | #-:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0( |

[Figure 2-4-1-2 Report Output]

① Select the printer icon button to start printing.

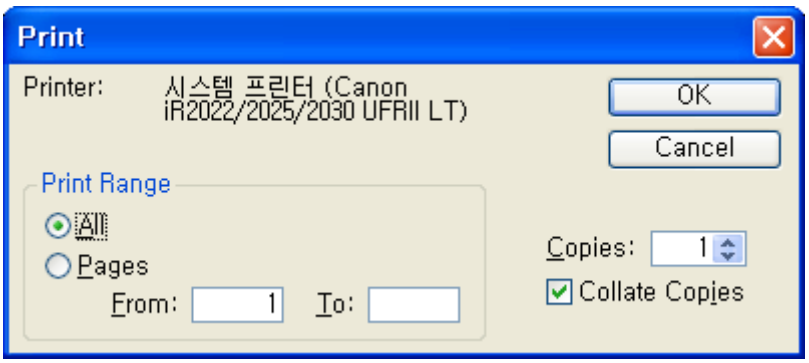
② To convert to a different file format, press the mailbox shape [Export] icon button

■ Output to printer:

Click it to print contents shown in the preview screen.

Select the printer icon in the upper part of the [Report Output] menu. The

page to be printed and the number of prints can be designated.




[Figure 2-4-1-3 Printer Output]

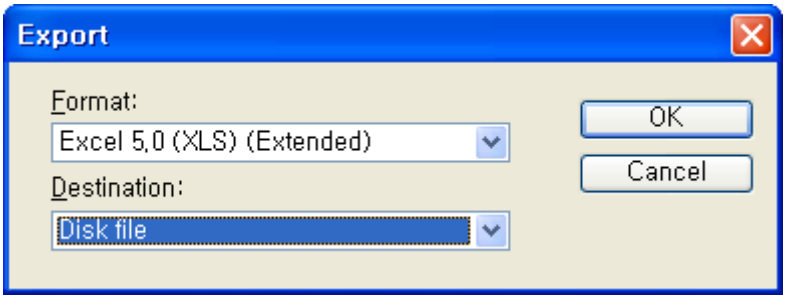
■ File conversion

Time and attendance results can be converted into other file formats.

Select the mailbox shape [Export] icon button in the [Report Output] menu.

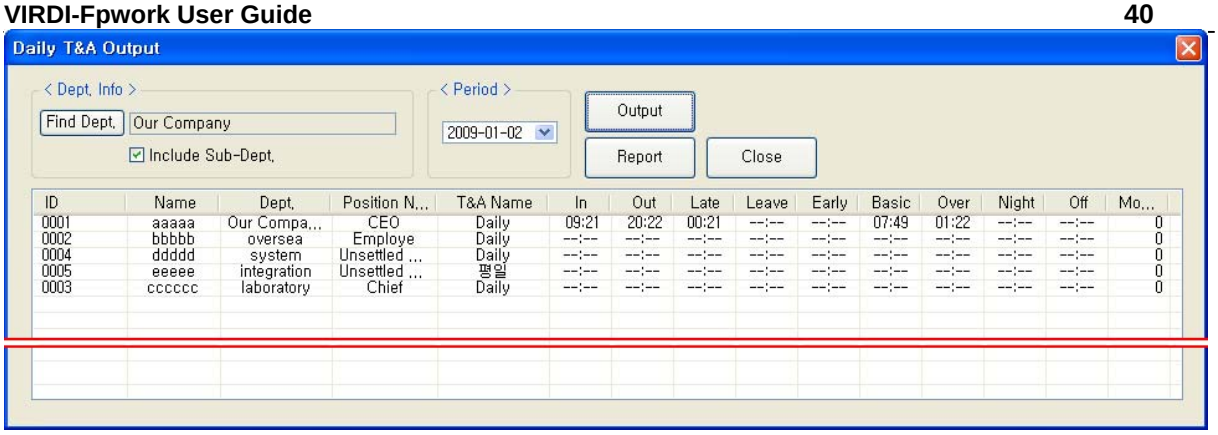
- Format: Select a file format to convert into.
- Destination: Select a form to be saved.

After selecting the Disk file menu and pressing the [OK] button, designate a path to save the completed conversion.




[Figure 2-4-1-4 File Conversion]

## 2-4-2 Search for Each Date

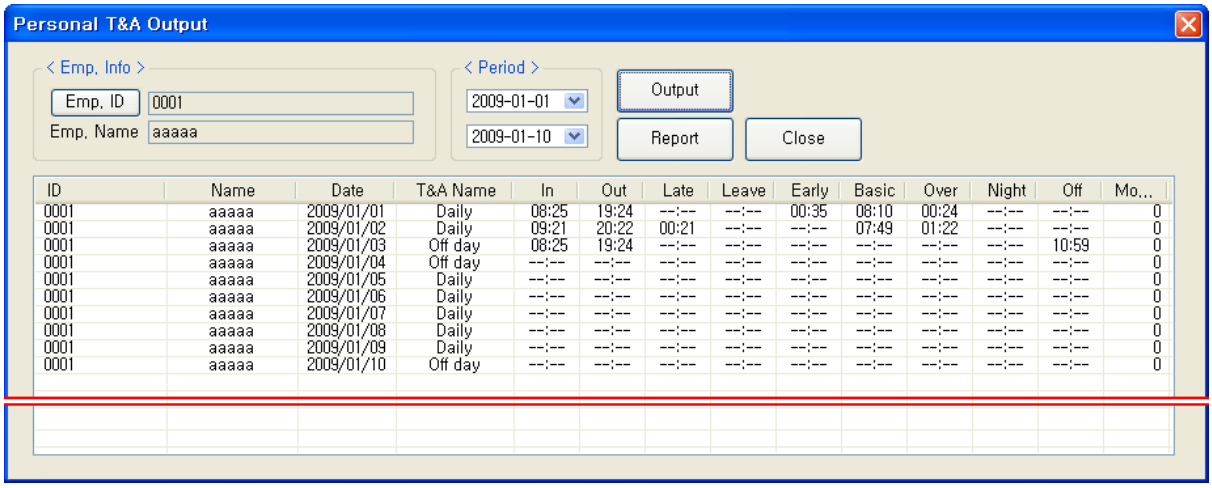

Daily T&A Output
< Dept, Info >
Find Dept,
Our Company
Include Sub-Dept,
< Period >
2009-01-02
Output
Report
Close
ID Name Dept, Position N... T&A Name In Out Late Leave Early Basic Over Night Off Mo...
0001 aaaaa Our Compa... CEO Daily 09:21 20:22 00:21 --:-- --:-- 07:49 01:22 --:-- --:-- 0
0002 bbbbb oversea Employe Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0004 ddddd system Unsettled ... Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0005 eeeee integration Unsettled ... 평일 --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0003 ccccc laboratory Chief Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0

[Figure 2-4-2-1 Search for Each Date]

■ Time and attendance can be checked by selecting dates.

■ If the [Find Department] button is pressed, only results for the corresponding department can be searched. If the [Report Output] button is pressed, print and conversion to other file formats are possible.

### 2-4-3 Search for Each Employee


Personal T&A Output
< Emp, Info >
Emp, ID
0001
Emp, Name
aaaaa
< Period >
2009-01-01
2009-01-10
Output
Report
Close
ID Name Date T&A Name In Out Late Leave Early Basic Over Night Off Mo...
0001 aaaaa 2009/01/01 Daily 08:25 19:24 --:-- --:-- 00:35 08:10 00:24 --:-- --:-- 0
0001 aaaaa 2009/01/02 Daily 09:21 20:22 00:21 --:-- --:-- 07:49 01:22 --:-- --:-- 0
0001 aaaaa 2009/01/03 Off day 08:25 19:24 --:-- --:-- --:-- --:-- --:-- --:-- 10:59 0
0001 aaaaa 2009/01/04 Off day --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 2009/01/05 Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 2009/01/06 Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 2009/01/07 Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 2009/01/08 Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 2009/01/09 Daily --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 2009/01/10 Off day --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0

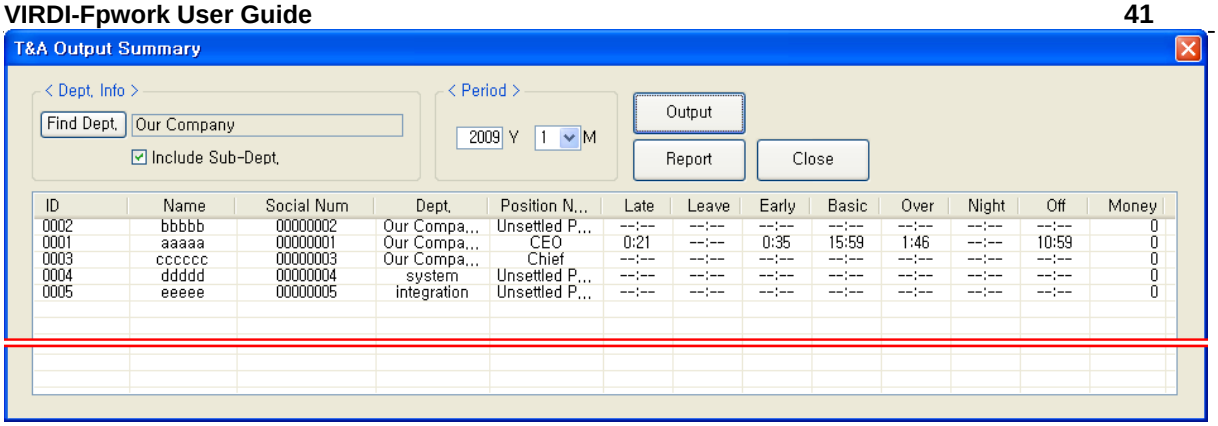
[Figure 2-4-3-1 Search for Each Employee]

■ Time and attendance results of each employee can be searched.

■ After selecting the [Employee number] button, designate a period and press the [View Result] button.

If the [Report Output] button is pressed, print and conversion to other file formats are possible.

### 2-4-4 Monthly Summation Search


T&A Output Summary
< Dept, Info >
Find Dept,
Our Company
Include Sub-Dept,
< Period >
2009 Y 1 M
Output
Report
Close
ID Name Social Num Dept, Position N... Late Leave Early Basic Over Night Off Money
0002 bbbbb 00000002 Our Compa... Unsettled P... --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0001 aaaaa 00000001 Our Compa... CEO 0:21 --:-- 0:35 15:59 1:46 --:-- 10:59 0
0003 cccccc 00000003 Our Compa... Chief --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0004 ddddd 00000004 system Unsettled P... --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0
0005 eeeee 00000005 integration Unsettled P... --:-- --:-- --:-- --:-- --:-- --:-- --:-- 0

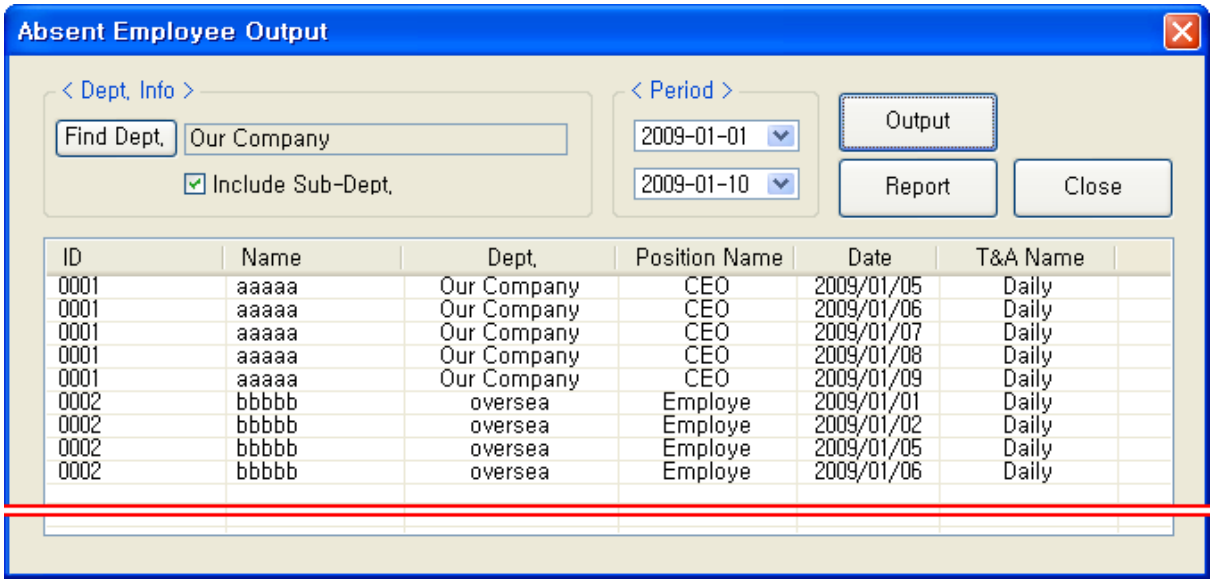
[Figure 2-4-4-1 Monthly Summation Search]

■ Summation results for a selected period can be checked.

■ If the [Find Department] button is pressed, only results for the corresponding department can be searched.

If the [Report Output] button is pressed, print and conversion to other file formats are possible.

### 2-4-5 Absentee Search


Absent Employee Output
< Dept, Info >
Find Dept,
Our Company
Include Sub-Dept,
< Period >
2009-01-01
2009-01-10
Output
Report
Close
ID Name Dept, Position Name Date T&A Name
0001 aaaaa Our Company CEO 2009/01/05 Daily
0001 aaaaa Our Company CEO 2009/01/06 Daily
0001 aaaaa Our Company CEO 2009/01/07 Daily
0001 aaaaa Our Company CEO 2009/01/08 Daily
0001 aaaaa Our Company CEO 2009/01/09 Daily
0002 bbbbb oversea Employe 2009/01/01 Daily
0002 bbbbb oversea Employe 2009/01/02 Daily
0002 bbbbb oversea Employe 2009/01/05 Daily
0002 bbbbb oversea Employe 2009/01/06 Daily

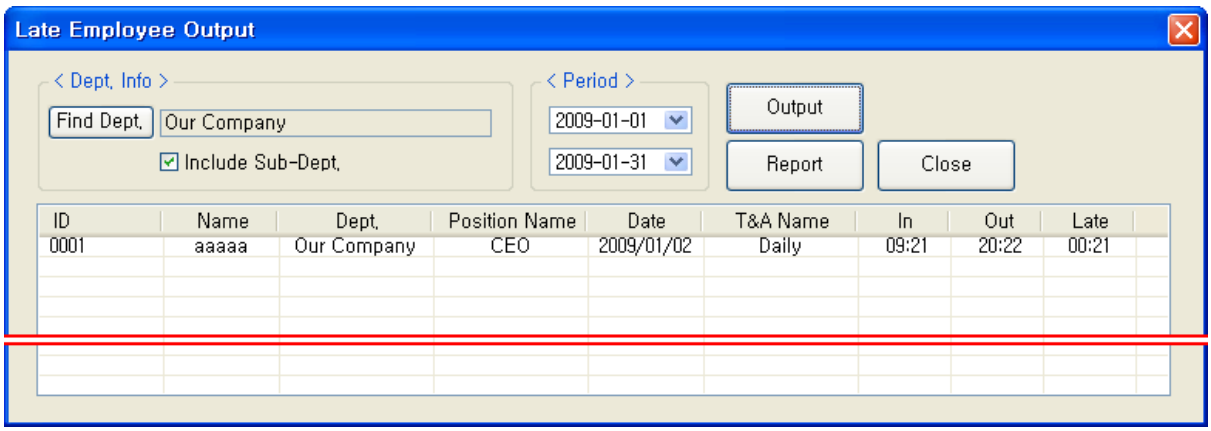
[Figure 2-4-5-1 Absentee Search]

■ A list of absentees can be searched.

■ If the [Find Department] button is pressed, only results for the corresponding department can be searched.

If the [Report Output] button is pressed, print and conversion to other file formats are possible.

### 2-4-6 Search of Employee Running Late

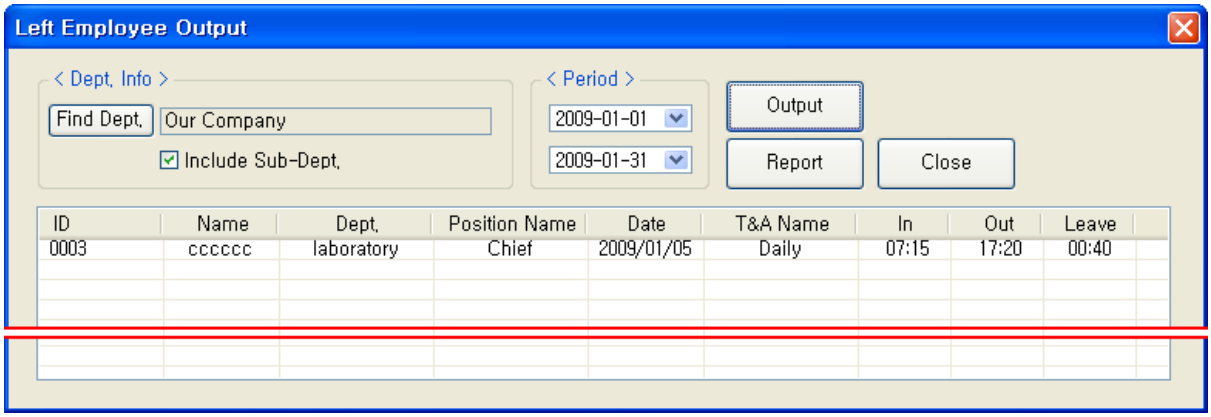



[Figure 2-4-5-1 Search of Employee Running Late]

■ A list of employees running late can be searched.
■ If the [Find Department] button is pressed, results only for the corresponding department can be searched.

If the [Report Output] button is pressed, print and conversion to other file formats are possible.

### 2-4-7 Search of Employee with Early Leave

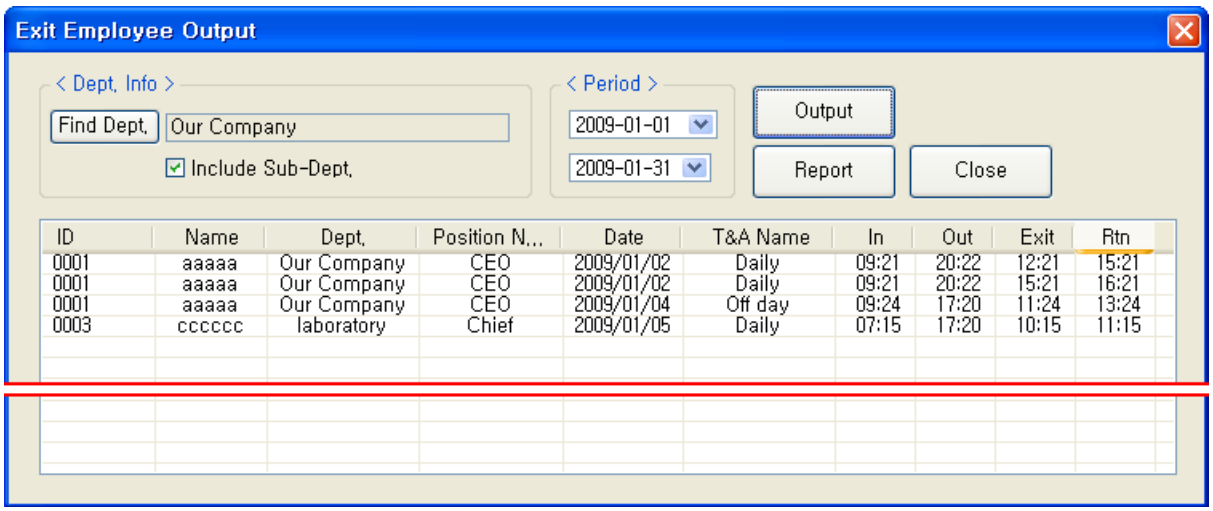



[Figure 2-4-7-1 Search of Employee with Early Leave]

■ A list of employees with early leave can be checked.
■ If the [Find Department] button is pressed, only results for the corresponding department can be searched.

If the [Report Output] button is pressed, print and conversion to other file formats are possible.

## 2-4-8 Search of Employee on Outside Duty



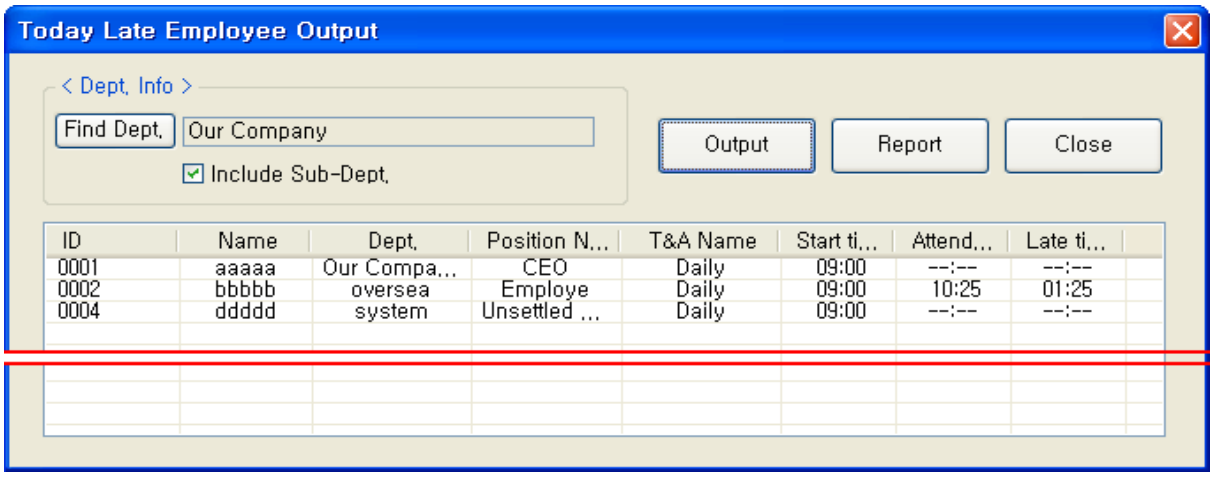

[Figure 2-4-8-1 Search of Employee on Outside Duty]

■ A list of employees on outside duty can be searched.

■ If the [Find Department] button is pressed, results only for the corresponding department can be searched.

If the [Report Output] button is pressed, print and conversion to other file formats are possible.

## 2-4-9 Search of Employee Running Late Today




[Figure 2-4-9-1 Search of Employee Running Late Today]

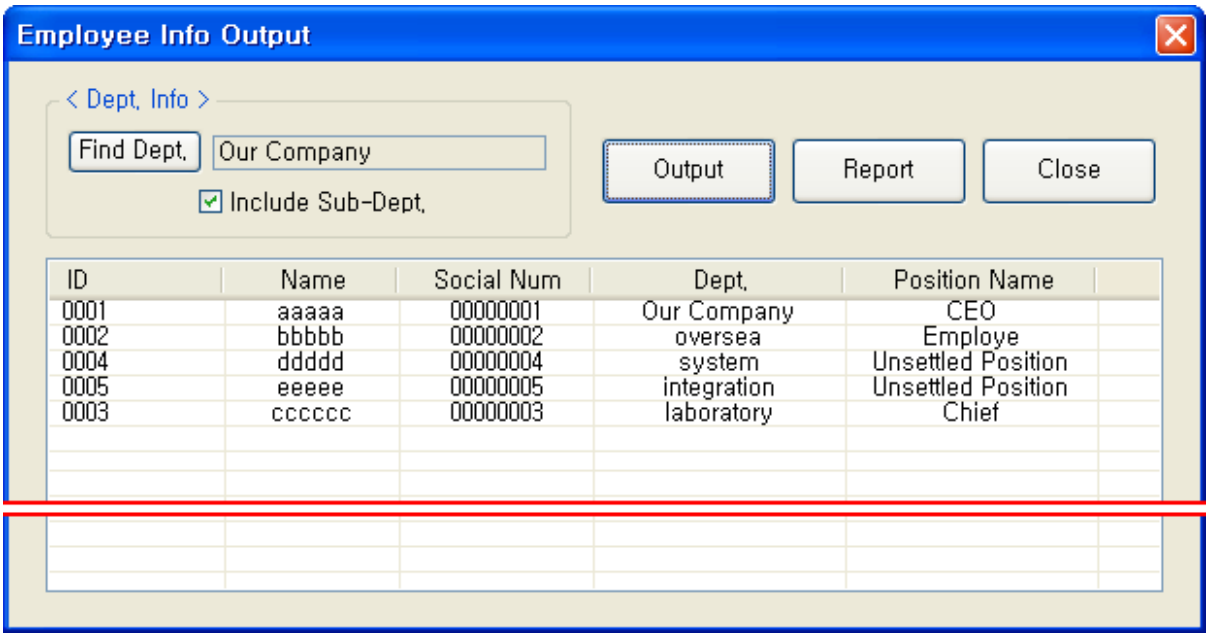
■ A list of employees running late at present can be searched.

■ If the [Find Department] button is pressed, results only for the corresponding department can be searched.

If the [Report Output] button is pressed, print and conversion to other file

formats are possible.

### 2-4-10 Employee Information Search

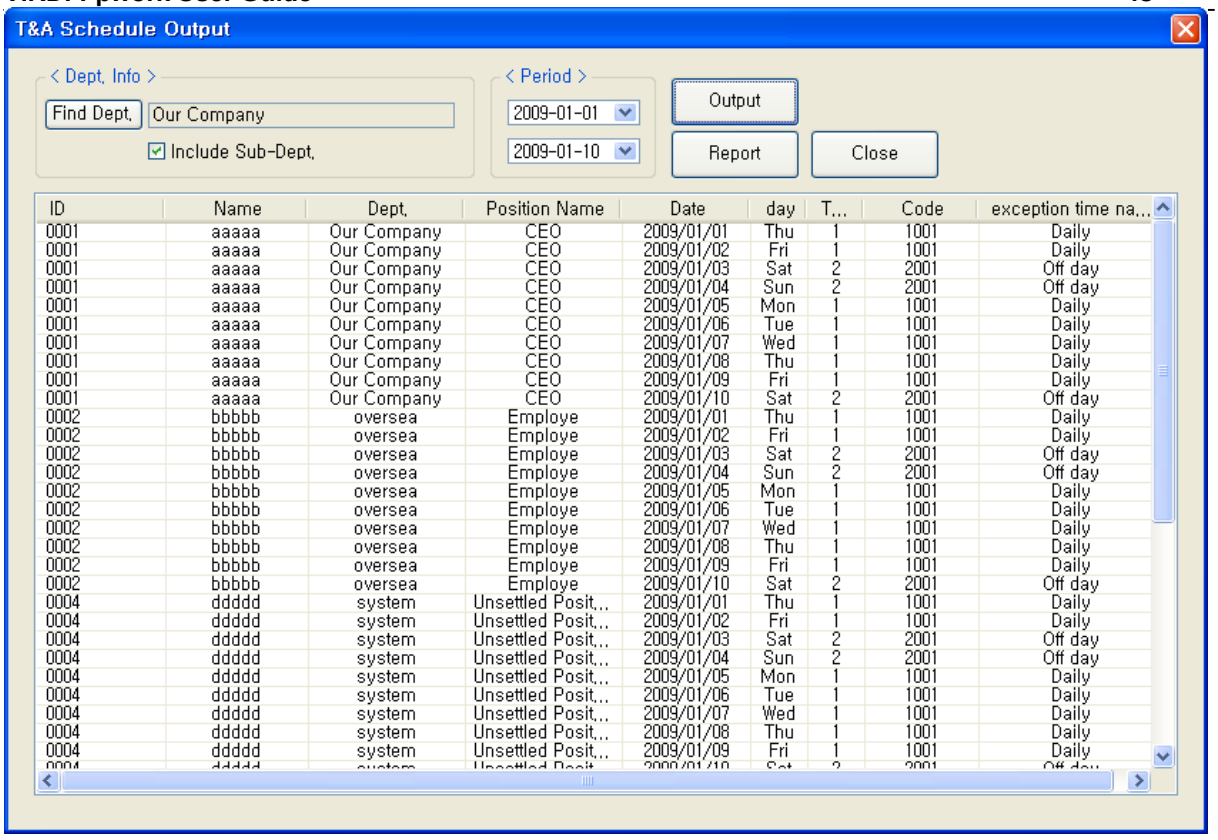



[Figure 2-4-10-1 Employee Information Search]

■ Registered employee information is searched.

Registered employee information can be printed or converted into other file formats through [Report Output].

### 2-4-11 Schedule Search




| ID | Name | Dept. | Position Name | Date | day | T... | Code | exception time na... |
|---|---|---|---|---|---|---|---|---|
| 0001 | aaaaa | Our Company | CEO | 2009/01/01 | Thu | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/02 | Fri | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/03 | Sat | 2 | 2001 | Off day |
| 0001 | aaaaa | Our Company | CEO | 2009/01/04 | Sun | 2 | 2001 | Off day |
| 0001 | aaaaa | Our Company | CEO | 2009/01/05 | Mon | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/06 | Tue | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/07 | Wed | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/08 | Thu | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/09 | Fri | 1 | 1001 | Daily |
| 0001 | aaaaa | Our Company | CEO | 2009/01/10 | Sat | 2 | 2001 | Off day |
| 0002 | bbbbb | oversea | Employe | 2009/01/01 | Thu | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/02 | Fri | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/03 | Sat | 2 | 2001 | Off day |
| 0002 | bbbbb | oversea | Employe | 2009/01/04 | Sun | 2 | 2001 | Off day |
| 0002 | bbbbb | oversea | Employe | 2009/01/05 | Mon | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/06 | Tue | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/07 | Wed | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/08 | Thu | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/09 | Fri | 1 | 1001 | Daily |
| 0002 | bbbbb | oversea | Employe | 2009/01/10 | Sat | 2 | 2001 | Off day |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/01 | Thu | 1 | 1001 | Daily |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/02 | Fri | 1 | 1001 | Daily |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/03 | Sat | 2 | 2001 | Off day |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/04 | Sun | 2 | 2001 | Off day |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/05 | Mon | 1 | 1001 | Daily |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/06 | Tue | 1 | 1001 | Daily |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/07 | Wed | 1 | 1001 | Daily |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/08 | Thu | 1 | 1001 | Daily |
| 0004 | ddddd | system | Unsettled Posit... | 2009/01/09 | Fri | 1 | 1001 | Daily |

[Figure 2-4-11-1 Schedule Search]

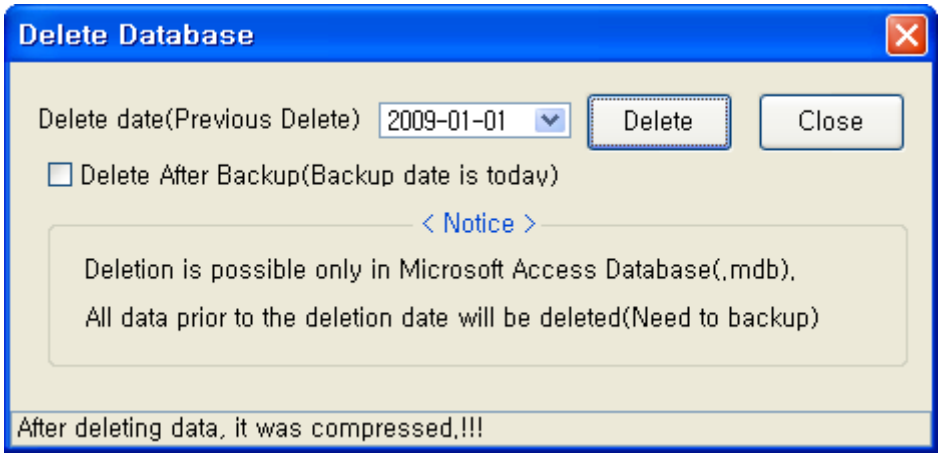
■ Time and attendance schedules that were set previously can be searched after designating a period.

If the [Find Department] button is pressed, search for each department is possible.

■ Designate a period and select [View Result]. If the [Report Output] button is pressed, print and conversion to other file formats are possible.

## 2-5. Management

### 2-5-1 Record Deletion


Delete Database
Delete date(Previous Delete)
2009-01-01
Delete
Close
Delete After Backup(Backup date is today)
< Notice >
Deletion is possible only in Microsoft Access Database(.mdb).
All data prior to the deletion date will be deleted(Need to backup)
After deleting data, it was compressed.!!!

[Figure 2-5-1-1 Record Deletion]

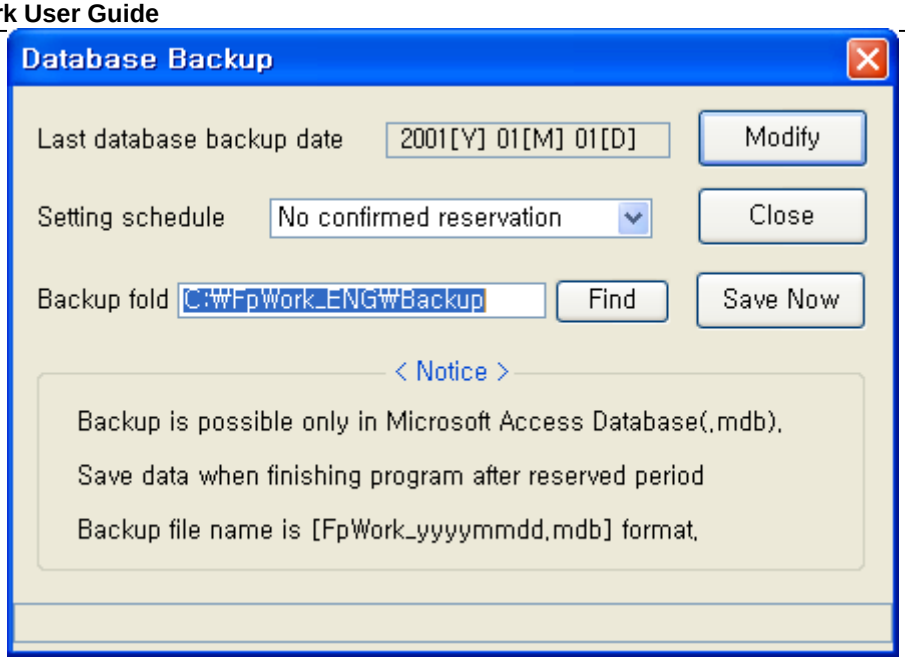
■ Once time and attendance records have accumulated, processing time is slowed down. Therefore, time and attendance records no longer in use need to be deleted to improve processing speed.

Be sure to take necessary precautions since once authentication records and time and attendance results are deleted this is already permanent.

■ If the [Deleted after Saving Record] button is pressed, records are saved before they are deleted.

Records can be saved and database can be compressed only with mdb file of Microsoft Access Database.

### 2-5-2 Record Save



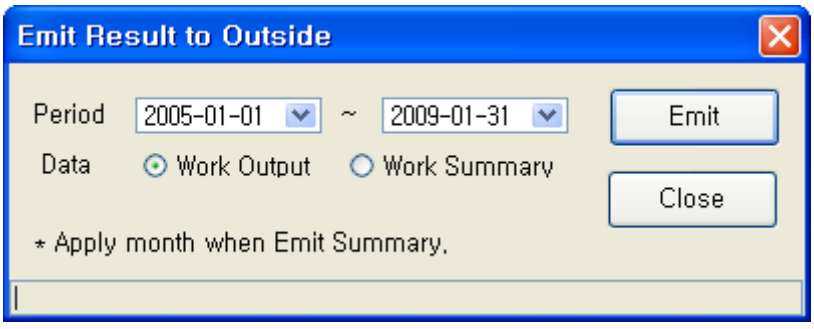

[Figure 2-5-2-1 Record Save]

■ It is a function that backs up saved time and attendance records.
The date that a record was last saved is displayed, and the reservation function can be used.

A user can also designate a path to a location to save, and the name of a saved file is assigned as [FPWork_saved date.mdb].

※ The record save function is applicable only at mdb files of Microsoft Access Database.

### 2-5-3 Transmission to Outside




[Figure 2-5-3-1 Transmission to Outside]

■ It is a function that time and attendance result and summation result to external database.

To transmit to outside, the “FpEmit” driver must be registered at ODBC data source.

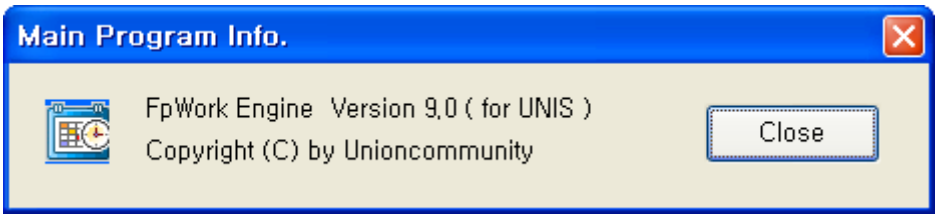
■ Designate a transmission period and press the [Transmit Time and Attendance] button.

Upon transmission, previous data will be deleted and new data records will be saved in the database.

## 2-6. Others

### 2-6-1 Program Information

■ The information of the installed time and attendance program can be checked.




[Figure 2-6-1-1 Program Information]

### 2-6-2 Customer Information

■ This item is displayed if customized by customer’s request.